

**MALAYSIAN SUSTAINABLE PALM OIL
MSPO OPMC Public Summary Report**

- Initial Assessment
- Annual Surveillance Assessment (Choose an item.)
- Recertification Assessment (RA 1)
- Extension of Scope

FGV HOLDINGS BERHAD
Client Company (HQ) Address: Plantation Sustainability Department Level 20 (W), Wisma FGV, Jalan Raja Laut 50350 Kuala Lumpur, Malaysia
Certification Unit: Belitong Palm Oil Mill and Supply Base (Bukit Tongkat B Estate and Ulu Belitong Estate)
Date of Final Report: 29/11/2023

Report prepared by:
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Report Number: 3728180

Assessment Conducted by:
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Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	FGV Holdings Berhad		
Mill/Estate	Certification Unit	MPOB License No.	Expiry Date
	FGVPISB Belitong Palm Oil Mill	500170904000	31/03/2024
	FGVPM Bukit Tongkat B Estate	558895002000	29/02/2024
	FGVASSB Ulu Belitong Estate	503540902000	31/08/2024
Address	Plantation Sustainability Department, Level 20 (W), Wisma FGV, Jalan Raja Laut, 50350 Kuala Lumpur, Malaysia.		
Management Representative	Mr Ameer Izyanif Bin Hamzah		
Website	www.feldaglobal.com	E-mail	ameer.h@fgvholdings.com
Telephone	+603-2789 1338	Facsimile	+603-2789 0001

1.2 Certification Information			
Certificate Number	Mill: MSPO 693232 Estate: MSPO 693234	Certificate Start Date	21/05/2024
Date of First Certification	21/05/2019	Certificate Expiry Date	20/05/2029
Scope of Certification	<input checked="" type="checkbox"/> Mill: Production of Sustainable Palm Oil and Palm Oil Products <input checked="" type="checkbox"/> Estate: Production of Sustainable Oil Palm Fruits		
Visit Objectives	<p>The objective of the assessment was to conduct an Recertification Assessment 1 and look for positive evidence to ensure that elements of the scope of certification and the requirements of the management standard are effectively addressed by the organisation's management system and that the system is demonstrating the ability to support the achievement of statutory, regulatory and contractual requirements and the organisation's specified objectives, as applicable with regard to the scope of the management standard, and to confirm the on-going achievement and applicability of the forward strategic plan and where applicable to identify potential areas for improvement of the management system.</p>		
Standard	<input type="checkbox"/> MSPO MS 2530-2:2013 – General Principles for Independent Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills		
Reassessment Visit Date (RAV)	16 – 20/10/2023		
Continuous Assessment Visit Date (CAV) 1_1	-		
Continuous Assessment Visit Date (CAV) 1_2	-		
Continuous Assessment Visit Date (CAV) 1_3	-		
Continuous Assessment Visit Date (CAV) 1_4	-		

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1.3 Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
RSPO 693230	RSPO Principles & Criteria of Sustainable Palm Oil Production: 2018: Malaysian National Interpretation:2019	BSI Services Malaysia Sdn Bhd	06/02/2024
MSPO-SCCS-TCI-026-2020	Malaysian Sustainable Palm Oil Supply Chain Certification Standard (MSPO SCCS-01) (November 2018)	Trans Certification International (TCI)	26/03/2025

1.4 Location of Certification Unit			
Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Latitude	Longitude
FGVPISB Belitong Palm Oil Mill	Kilang Kelapa Sawit Belitong, KM 28, Jalan Kluang/Kota Tinggi, 86000 Kluang, Johor, Malaysia	1° 56' 18.00" N	103° 29' 55.00" E
FGVPM Bukit Tongkat B Estate	Ladang FGVPM Bukit Tongkat B, 86000 Kluang, Johor, Malaysia	1° 56' 29.00" N	103° 30' 14.00" E
FGVASSB Ulu Belitong Estate	Stesen FASSB Ulu Belitong, 86000 Kluang, Johor, Malaysia	1° 56' 22.00" N	103° 28' 39.00" E

1.5 Certified Area					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
FGVPM Bukit Tongkat B Estate	970.25	0.00	267.60	1,237.85	78.38
FGVASSB Ulu Belitong Estate	127.37	0.00	20.33	147.70	86.24
Total (ha)	1,097.62	0.00	287.93	1,385.55	

Note: There are changes for FGVPM Bukit Tingkat B Estate of Total Area from 1,254.80 Ha to 1,237.85 Ha. This is also reconciliation of total planted and infrastructure hectareage. The final declaration from the estate in the Form UPT PL 01.

1.6 Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
FGVPM Bukit Tongkat B Estate	115.81	334.98	519.46	0.00	0.00	854.44	115.81
FGVASSB Ulu Belitong Estate	0.00	0.00	127.37	0.00	0.00	127.37	0.00

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Total (ha)	0.00	334.98	646.83	0.00	0.00	981.81	115.81
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1.7 Certified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (May 2023 - Apr 2024)	Actual (Nov 2022 - Sep 2023)	Forecast (May 2024 - Apr 2025)
FGVPM Bukit Tongkat B	15,350.00	10,027.21	15,350.00
FGVASSB Ulu Belitong	4,300.00	2,488.50	3,213.76
*Felda Ulu Belitong	57,500.00	0	0
*Felda Bukit Tongkat	29,500.00	0	0
*Felda Layang-Layang	22,600.00	0	0
*Felda Ulu Peggeli	35,500.00	0	0
*Felda Bukit permai	27,500.00	0	0
*Felda Ayer Hitam	2,600.00	0	0
Total (mt)	194,850.00	12,515.71	18,563.76

Note: Refer to notes at Table 1.8

1.8 Uncertified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (May 2023 - Apr 2024)	Actual (Nov 2022 - Sep 2023)	Forecast (May 2024 - Apr 2025)
Felda Ulu Belitong	57,500.00	33,795.45	38,000.00
Felda Bukit Tongkat	29,500.00	18,401.39	22,000.00
Felda Layang-Layang	22,600.00	134.44	450.00
Felda Ulu Peggeli	35,500.00	30,126.71	32,000.00
Felda Bukit Permai	27,500.00	16,700.88	20,000.00
Felda Ayer Hitam	2,600.00	3,422.87	4,000.00
Eng Huat Latex	12,900.00	291.37	500.00
Guan Leng Trading	23,000.00	62,051.67	65,000.00
Bingan Jaya Sdn Bhd	9,500.00	3,361.31	4,500.00
Lembaga Minyak Sawit	7,500.00	6,344.86	7,000.00
Ban Long oil Palm	1,000.00	7,390.60	7,500.00
Kim Ma Oil Palm	500.00	6,607.43	7,000.00
Tongkang Transport	1,200.00	3,002.29	3,200.00
TH Huat	1,000.00	634.40	1,000.00

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Total (mt)	231,800.00	192,265.67	212,150.00
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Note: There are changes from last previous year of the supplier from FELDA has categories as uncertified tonnage FFB due to Memo from Pengurus Besar Jabatan Logistik FGVT, dated 11/01/2022.

1.9 Certified Tonnage			
	Estimated (May 2023 - Apr 2024)	Actual (Nov 2022 - Sep 2023)	Forecast (May 2024 - Apr 2025)
	FFB	FFB	FFB
Mill Capacity: 54 MT/hr	194,850.00	12,515.71	18,563.76
SCC Model: MB	CPO (OER: 19.00 %)	CPO (OER: 18.67 %)	CPO (OER: 20.77 %)
	37,021.50	2,337.31	3,855.69
	PK (KER: 5.00 %)	PK (KER: 4.94 %)	PK (KER: 5.38 %)
	9,742.50	618.43	4,711.48

1.10 Actual Sold Volume (CPO)					
CPO (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
2,337.31	0.00	0.00	0.00	2,337.31	2,337.31

1.11 Actual Sold Volume (PK)					
PK (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
618.43	0.00	0.00	468.80	149.63	618.43

Section 2: Assessment Process

BSI is a leading global provider of management systems assessment and certification, with more than 92,000 certified locations and clients in over 193 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems.

Assessment Methodology, Programme, Site Visits

This on-site assessment was conducted from 16-20/10/2023. The audit programme is included as Section 2.4. The approach to the audit was to treat the FGV Belitong POM, FGVPB Bukit Tongkat B Estate and FGVASSB Ulu Belitong Estate as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities. 30 days prior to audit, public notification posted in the BSI website as per the following link: <https://www.bsigroup.com/globalassets/localfiles/en-my/mspo/Public%20Notification/2023/09-2-mspo-public-notification-recertification-fgv-belitong-hilir-palm-oil-mill--supply-base-english.pdf>

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. MS 2530-3:2013 and MS 2530-4:2013 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The Certification Unit not using MSPO certification marks for any type of on- and off-product communication. The Certification Unit are compliance with the use of the MSPO Logo and related claims.

The estates or smallholders sample were determined based on formula $S = r\sqrt{n}$ where n is the number of estates while when applicable, the smallholders sample were determined following the MSPO Certification Requirement. The sampling of smallholders were based on the formula $(r\sqrt{n})$; where r is the risk factor (may defers 1, 1.5 and 2 depending on risk), where n is total number of group members (include calculation of sampling taken). The sampled smallholder listed in Appendix B.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the MSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.6.

This report is structured to provide a summary of assessment finding as attached in the Section 3. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

All the previous nonconformities are remains closed. The assessment findings from the reassessment are detailed in Section 4.2. The audit programs are included in Section 2.3.

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This report was externally reviewed by MSPO approved Peer Reviewer prior to certification and recertification decision by BSI. For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

The following table would be used to identify the locations to be audited each year in the 5-year cycle.

Assessment Program					
Name (Mill / Plantation / Group smallholders)	Year 1 (Recertification)	Year 2 (ASA 1_1)	Year 3 (ASA 1_2)	Year 4 (ASA 1_3)	Year 5 (ASA 1_4)
FGVPISB Belitong Palm Oil Mill	√	√	√	√	√
FGVPM Bukit Tongkat B Estate	√	√	√	√	√
FASSB Ulu Belitong Estate	√	√	√	√	√

Tentative Date of Next Visit: October 14, 2024 - October 18, 2024

Total No. of Mandays: 10

2.1 BSI Assessment Team

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Mohd Isa Hasim (MIH)	Team Leader	<p>Education: He holds the Diploma in Mechanical Engineering, UiTM Pulau Pinang and Diploma in Palm Oil Milling Technology, MPOB Bangi.</p> <p>Work Experience: He started his career with Assistant Engineer at Sime Darby Plantation and working experience almost at 8 years in Palm Oil Mill. After that he join in petrochemical plant for 3 years working experience as Steam Engineer before he joins as Freelance Auditor MSPO with various of certificate body about 6 years' experience.</p> <p>Training attended: He has completed ISO 9001:2015 Lead Auditor Course, MSPO OPMC Lead Auditor Course, MSPO SCCS Lead Auditor Course, IMS Lead Auditor Course, RSPO P&C Lead Auditor Course, RSPO SCCS Lead Auditor Course. He also has a competency license of CEPSSWAM Schedule Waste Management, Safety & Health Officer (SHO) DOSH Green Book, Construction Safety & Health Officer (CSHO) CIDB, Steam Engineer Grade 1, DOSH Putrajaya.</p> <p>Aspect covered in this audit:</p>

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		<p>Legal requirements, land use right, safety and health, Biodiversity and HCV conservation, water & wastes management, environmental aspects, training and competency, mill and estate best practices.</p> <p>Language proficiency: English and Bahasa Malaysia</p>
Azman Samion (AS)	Team Member	<p>Education: Possesses Master in Business & Administration (MBA) from University Utara Malaysia (2007). Graduated with a Bachelor Since in Agribusiness from the University Pertanian Malaysia (1988).</p> <p>Work Experience: He has 30 years of working experience in the plantation industry at the managerial level in Malaysia and abroad. Has substantial planting experience in oil palm, rubber, and cocoa with the last post possessed as a Plantation Controller of the company.</p> <p>Training attended: Has obtained the competency in various field as follow: <ol style="list-style-type: none"> 1. MSPO Lead Auditor Course MSPO MS2530-2013 (2021). 2. ISO Integrated Management System of ISO 9001:2015 and ISO 14001:2015 (2018). 3. ISO 9001:2015 Quality Management System Lead Auditor course (2019). 4. MSPO SCCS Auditor (2020). 5. Lead Auditor ISO 37001:2016 Anti-Bribery Management Systems (2020). 6. Legal Requirements complementing to MS ISO 37001:2016 Anti-Bribery Management System (ABMS) (2022). </p> <p>Aspect covered in this audit: Land use type, customary right land, complaints and grievance, safe work practices, employment conditions, training and competency, environmental management plan, energy usage, waste management plan, natural water resources, bio-D and ERT awareness, zero burning, best practices, site management and.</p> <p>Language proficiency: Proficient in speaking and writing in Bahasa Melayu & English.</p>
Mohd Sabre Salim (MSS)	Peer Reviewer	<p>Education: Master's in Business Administration (MBA) from UiTM in 2006 and Bachelor Science Agribusiness from UPM in 1986.</p> <p>Work Experience: He gained his working exposure in the plantation sector, serving as an Plantation Manager with Hap Seng Plantation Berhad and currently as consultant, free-lance lecturer, and trainer at MDV Management Sdn Bhd. He has more than 50 MSPO report that has been reviewed.</p> <p>Training attended:</p>

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		<p>He has completed Endorsed Lead Auditor Course and Endorsed MSPO Lead Auditor Course and MSPO Peer Review certificate by MPOCC. He has attended MSPO Peer Reviewer 1 - 2017 by MPOCC.</p> <p>Expertise: General management, leadership & financial management, occupational safety & health management, plantation (agriculture & agribusiness) management, Malaysian Sustainable Palm Oil (MSPO).</p>
Muhammad Sufyan Azmi (MSA)	Peer Reviewer	<p>Education: Master's in Business Administration (MBA) from Open University Of Malaysia and Bachelor Degree in Bioindustry from UPM in 2006.</p> <p>Work Experience: He gained his working exposure in the plantation sector with 15 years' experience, currently serving as a Plantation Manager with TSH Resources Berhad and previously as an Audit Executive with Kulim Malaysia Berhad.</p> <p>Training attended: He has attended MSPO Peer Reviewer 2 - 2017 by MPOCC.</p> <p>Expertise: General management, auditing, environment and plantation management.</p>

2.2 Impartiality and conflict of interest

During this assessment there was no circumstances or pressure that had influenced the independence or confidentiality of the assessment team.

2.3 Accompanying Persons

No.	Name	Role
	NA	

2.4 Assessment Plan

The assessment plan was sent to the client prior to the assessment (attached assessment plan).

Date	Time	Subjects	(MIH)	(AS)
16/10/2023 Monday	08:30 - 09:30	Opening Meeting <ul style="list-style-type: none"> • Confirmation of audit scope and audit plan. • Presentation by Lead Auditor. • Verification on previous audit finding. 	√	√
Ulu Belitong Estate MS 2530-3	09:30 - 12:30	Field Visit Field operation such as harvesting, manuring, spraying, boundary inspection, buffer zone area, HCV area, workshop, chemical store,	√	√

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Date	Time	Subjects	(MIH)	(AS)
		fertilizer store, schedule waste store, chemical mixing area, clinic, workers housing area and landfill area. Personal Interview: Operation workers, and staffs Scope Assessment: Social, safety and environment issues		
	12:30 - 13:30	Lunch break		
	13:30 - 16:30	Document Review P1: Management commitment and responsibility, P2: Transparency P3: Compliance to legal requirement P4: Social, health, safety and employment condition P5: Environment, natural resources and biodiversity P6: Best practices P7: Development of New Planting (if any)	√	√
	16:30 - 17:00	Interim closing meeting	√	√
17/10/2023 Tuesday Ulu Belitong Estate MS 2530-3	08:30 - 12:30	Document Review P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social, health, safety and employment condition P5: Environment, natural resources and biodiversity P6: Best practices P7: Development of New Planting (if any)	√	√
	12:30 - 13:30	Lunch break		
17/10/2023 Tuesday Bukit Tongkat B Estate MS 2530-3	13:30 - 16:30	Document Review P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social, health, safety and employment condition P5: Environment, natural resources and biodiversity P6: Best practices P7: Development of New Planting (if any)	√	√
	16:30 - 17:00	Interim closing meeting	√	√

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Date	Time	Subjects	(MIH)	(AS)
18/10/2023 Wednesday Bukit Tongkat B Estate MS 2530-3	08:30 - 10:00	Field Visit Field operation such as harvesting, manuring, spraying, boundary inspection, buffer zone area, HCV area, workshop, chemical store, fertilizer store, schedule waste store, chemical mixing area, clinic, workers housing area and landfill area. Personal Interview: Operation workers, and staffs Scope Assessment: Social, safety and environment issues	√	√
	10:00 - 12:30	Stakeholder consultations Consultation with relevant stakeholders which consists of various categories such as government agencies/enforcers, NGO, contractors, suppliers, surrounding communities, neighboring estates, smallholders, villages, workers representative, and etc.	√	
	12:30 - 13:30	Lunch break		
	13:30 - 16:30	Document Review P1: Management commitment and responsibility, P2: Transparency P3: Compliance to legal requirement P4: Social, health, safety and employment condition P5: Environment, natural resources and biodiversity P6: Best practices P7: Development of New Planting (if any)	√	√
	16:30 - 17:00	Interim closing meeting	√	√
19/10/2023 Thursday Bukit Tongkat B Estate MS 2530-3	08:30 - 12:30	Document Review P1: Management commitment and responsibility, P2: Transparency P3: Compliance to legal requirement P4: Social, health, safety and employment condition P5: Environment, natural resources and biodiversity P6: Best practices P7: Development of New Planting (if any)	√	√
	12:30 - 13:30	Lunch break		
19/10/2023 Thursday Belitong POM	13:30 - 16:30	Document Review P1: Management commitment and responsibility, P2: Transparency P3: Compliance to legal requirement	√	√

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Date	Time	Subjects	(MIH)	(AS)
MS 2530-4		P4: Social, health, safety and employment condition P5: Environment, natural resources and biodiversity P6: Best practices P7: Development of New Planting (if any)		
	16:30 - 17:00	Interim closing meeting	√	√
20/10/2023 Friday Belitong POM MS 2530-4	08:30 - 12:30	Mill Visit Processing area (reception station – dispatch station), workshop, schedule waste store, chemical store, lubricant store, water treatment plant, laboratory, effluent treatment plant, diesel skid tank, mill housing and landfill area. Personal Interview: Operation workers, and staffs Scope Assessment: Social, safety and environment issues	√	√
	12:30 - 13:30	Lunch break		
	13:30 - 16:00	Document Review P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social, health, safety and employment condition P5: Environment, natural resources and biodiversity P6: Best practices P7: Development of New Planting (if any)	√	√
	16:00 - 17:00	Closing meeting Preparation on closing meeting Presentation of audit finding	√	√

Section 3: Assessment Findings

3.1 Details of audit results

This assessment has been assessed using the following MSPO normative requirements. The assessment details are provided in Appendix A.

- MSPO MS 2530-2:2013 – General Principles for Independent Smallholders
- MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders
- MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills

3.2 Details of Nonconformities and Opportunity for improvement

The nonconformity is listed below. The findings summary of the assessment by criteria are listed in Appendix A.

During the assessment there were Zero (0) Major & Two (2) Minor nonconformities and Two (2) OFI raised. The FGV Belitong POM & Supply Bases Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Minor Non-conformity has been verified for its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

Non-Conformity Report			
NCR Ref #:	2408957-202310-N1	Issue Date:	20/10/2023
Due Date:	Next Assessment	Date of Closure:	Open
Area/Process:	FGVP Bukit Tongkat Estate & FGVAS Ulu Belitong	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.4.5.11 Minor
Requirements:	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.		
Statement of Nonconformity:	The monitoring of housing inspection not in line with the requirement in "Senarai Semak Penginapan Ladang, Mingguan".		
Objective Evidence:	<u>Bukit Tongkat B Estate</u> During site visit to the housing area on 17/10/2023, it was observed that the discharge drain was clogged with food waste and debris at the drain sump. This situation could indeed have negative impacts on pollutant levels and potentially lead to environmental issues. Hence, this observation is in contradiction with the housing inspection checklist. <u>Ulu Belitong Estate</u>		

	<p>During the site visit to the housing area on 16/10/2023, it was noted that domestic waste and recyclable materials such as plastic bottles were observed scattered in the front stacking area. This situation could potentially lead to environmental issues and have adverse impacts on pollutant levels, thereby contradicting the housing inspection checklist.</p> <p>Refer Senarai Semak Penginapan Ladang, Mingguan. for September 2023. Saliran perparitan di persekitaran penginapan berada dalam keadaan berfungsi dengan baik. Memastikan tiada sampah sarap, sisa buangan makanan, rumput, tanah dan pasir dalam perparitan. Memastikan saliran keluar tidak mencemarkan alam sekitar. Memastikan kawasan persekitan bersih dari sampah sarap.</p>
Corrections:	<ol style="list-style-type: none"> 1. Training for <i>Pengurusan Sisa Domestik</i> will be carried out annually. 2. The housing inspection will include reprimand to workers who do not maintain the cleanliness of the housing.
Root cause analysis:	<ol style="list-style-type: none"> 1. The cleanliness of the housing is not taken seriously by the workers causing rubbish or recycle material scattered and food waste clogged in the drain. 2. Housing inspections are not carried out effectively, resulting level of cleanliness not being reported correctly.
Corrective Actions:	<ol style="list-style-type: none"> 1. Pictures before and after the cleaning for drain and surrounding housing. 2. Training for Pengurusan Sisa Domestik for worker. 3. Sample housing inspection form with reprimand to the worker on cleanliness.
Assessment Conclusion:	The corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next assessment.

Non-Conformity Report			
NCR Ref #:	2408957-202310-N2	Issue Date:	20/10/2023
Due Date:	Next Assessment	Date of Closure:	Open
Area/Process:	FGVPI Belitong POM	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.4.4.2 (e) Minor
Requirements:	The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.		
Statement of Nonconformity:	Chemical containers on the premises are not labeled in accordance with regulatory requirements.		
Objective Evidence:	<p>During the visit to the Effluent Treatment Plant (ETP) area, it was observed that a container with no labeling was present near the activities of the Desludging Pond. The mill representative informed that this container is used for storing diesel by a contractor. Regular inspections of the ETP needs to identify and rectify the root cause and it is ensured that the container has been properly labeled.</p> <p>From these situations, it was contradicted with the compliance on USECHH Regulation 2000, Part VI Labelling & Relabeling. Regulation 21(1) an employer shall ensure that all chemicals hazardous to health supplied or purchased by him used in</p>		

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	the place of work are labelled and that the labels are not removed, defaced, modified or altered.
Corrections:	Briefing to the contractor regarding use of chemical container.
Root cause analysis:	Briefing for contractor to start the work did not do effectively resulting contractor unaware of the requirement to labelling the container use.
Corrective Actions:	<ol style="list-style-type: none"> 1. Picture before and after labelling the container use by contractor. 2. Report on briefing to the contractor regarding use of chemical container.
Assessment Conclusion:	The corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next assessment.

Opportunity For Improvement			
Ref:	2408957-202310-I1	Clause:	MSPO 2530 Part 3: 4.6.1.1
Area/Process:	FGVP Bukit Tongkat Estate		
Objective Evidence:	<p>Interview with harvesters, Harvesting Mandore & field supervisor during the site visit to Block 10 Peringkat 1, Ulu Belitong Estate and Blok 12 Peringkat PM10N, Bukit Tonkat B Estate found that they have demonstrated a good understanding of the ripeness standard as in the company's SOP, Ref: The manual Ladang Sawit Ref No:MLSL (Ed.3) – Sec. 4 (7.0) dated 01/09/2017 stated the Ripeness; clause stated that "Estate could adopt minimum 1 loose fruits (LF) naturally detached on the ground and the purpose of FFB quality control. The ripeness standard was set ripe Bunches >95%; Underripe Bunch <5%; Unripe Bunch 0%; Rotten Bunch 0%; Overnight Bunch <15%. Verification of training records Ulu Belitong Estate & Bukit Tongkat B Estate shows that the estate had conducted training on harvesting on 1/01/2023 & 14/02/2023 respectively.</p> <p>Inspection of the harvested bunch Blok 10 Peringkat Ulu Belitong Estate and Blok 12 Peringkat PM10N Bukit Tongkat B Estate found two unripe bunches & 5 under-ripe bunches out of 20 harvested bunches, and one unripe bunch & 2 under-ripe bunch out of 10 harvested bunches respectively. The estate may improve on harvesting supervision to ensure that ripeness standards are meet.</p>		

Opportunity For Improvement			
Ref:	2408957-202310-I2	Clause:	MSPO 2530 Part 4: 4.3.1.1
Area/Process:	FGVPI Belitong POM		
Objective Evidence:	<p>All operations FGV Belitong POM in compliance with applicable local, state, national and ratified international laws and regulations. The management has kept all machinery license valid. Verified that the following sample of machineries found that inspection has been conducted by OSH on 07/05/2023 and payment has been made by mill on 10/07/2023, however the permit yet to be received by mill:</p> <ol style="list-style-type: none"> a) Pengandung Tekanan Tak Berapi - PMT JH/22 166645: Expired date 05/05/2023 b) Perakuan Kelayakan Mesin Angkat - PMA JH/22 165899: Expired date 05/05/2023 		

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	c) Perakuan Kelayakan Dandang - PMD JH/22 182909 - Expired date 11/03/2023 The management may take necessarily follow up to the agency concern to find the state of the approval process.
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Noteworthy Positive Comments	
1	Good cooperation with the sustainability and management team
2	Good retrieval of records and documents shown the maturity of system
3	Well maintained rail system for single handling process
4	Best management practice (mill & estate) well demonstrated

3.3 Status of Nonconformities Previously Identified and OFI

Non-Conformity Report			
NCR Ref #:	2273538-202211-M1	Issue Date:	11/11/2022
Due Date:	09/02/2023	Date of Closure:	09/02/2023
Area/Process:	FGVAS Ulu Belitong Estate & FGVPM Bukit Tongkat B Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3:4.4.4.2(d) Major
Requirements:	The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).		
Statement of Nonconformity:	The PPE required not properly used by workers as risk control measure.		
Objective Evidence:	<p><u>FGVAS Ulu Belitong Estate</u></p> <ul style="list-style-type: none"> During site visit at Block 18 Peringkat 3, Harvesting area it was found that 1 Mechanical Buffalo Driver was not wearing PPE required such as ear plug. It was not in line with It was not in line with Matrix Alat Perlindungan PPE FGVPM dated 03/08/2022, PPE Jentera: Topi Keselamatan, Ear Plug, Kasut Wellington (Safety). <p><u>FGVPM Bukit Tongkat B Estate</u></p> <ul style="list-style-type: none"> During site visit at PM 10N, it was found that 1 Tractor Driver and 1 Mechanical Buffalo Driver were not wearing proper PPE such as Safety Shoes. It was not in line with SOP: FGVPM/L3/GPK-017 dated 01/02/2020 Section 6.4.2 Perlu Memakai Kasut Keselamatan Dan Topi Keselamatan. During site visit at PM 10N, harvesting area, it was found that 4 harvesters were not wearing required PPE such as Safety Goggles and Wellington Boots (Harvester were wearing high cut rubbers shoes). It was not in line with Matrix Alat Perlindungan PPE FGVPM dated 01/12/2020, PPE Menuai: Cermin Mata Keselamatan, Kasut Wellington, Cotton Gloves, Topi Keselamatan. 		

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Corrections:	<ol style="list-style-type: none"> 1. To appoint new Person In Charge for conduct census based on PPE matrix. 2. To conduct training for new PPE matrix Person In Charge. 3. To update the PPE issuance. 4. Awareness to workers regarding wear PPE usage by management.
Root cause analysis:	No supervision & no enforcement to the staff and workers on PPE usage by management due to changes new person in-charge.
Corrective Actions:	<ol style="list-style-type: none"> 1. The estate management need to monitor and enforce on PPE usage based on PPE matrix, medical surveillance and first aid training. 2. The management need to discuss the PPE issues.
Assessment Conclusion:	Sighted the records of PPE training conducted on 11/01/2023 at FGVPM Bukit Tongkat B Estate. The attendance list and training material is available for verification. The management has also conducted the training for the safety committee member regarding the PPE implementation on 27/12/2022. The Major NC is closed, further verification will be conducted in the next surveillance audit.
Verification Statement:	The site visit and interview with harvesting workers, mini-tractor drivers, FFB loaders, Mandores and manuring workers in Blok 10, Peringkat 1, Ulu Belitong Estate, and Blok PM10N/12, Bukit Tongkat Estate found that the workers and mandores are wearing proper PPE and comply with SOP: FGVPM/L3/GPK-017 dated 01/02/2020 Section 6.4.2 Perlu Memakai Kasut Keselamatan Dan Topi Keselamatan and Matrix Alat Perlindungan PPE FGVPM. An Interview with them found that they have demonstrated a good awareness of PPE requirements. Verification found that no reoccurrence of the same issues concerning PPE that was highlighted in the Major Non-conformance during last year's audit.

Non-Conformity Report			
NCR Ref #:	2273538-202211-M2	Issue Date:	11/11/2022
Due Date:	09/02/2023	Date of Closure:	06/03/2023
Area/Process:	FGVPI Belitong POM	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.3.1.1 Major
Requirements:	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations.		
Statement of Nonconformity:	The monitoring of legal requirements was not fully demonstrated.		
Objective Evidence:	<ol style="list-style-type: none"> 1) Referring to Lesen Melencong atau Mengabtrak Air (License No. 08/A/Klg/016. Validity period from 23/01/2022 - 31/12/2022) Clause 6 stated that the maximum water abstraction per day is 600 m3 per day. However, sighted in the water consumption sample for the month of October 2022 there are 15 days of record which above the 600 m3. 2) Referring to Safety and Health Regulation 1970, clause 12, "Where any person is required to work at a place from which he will be liable to fall a distance of more than ten feet, means shall be provided to ensure his safety and such means shall where practicable include the use of safety belts or ropes." It was sighted, that during removing of netting from the FFB lorry, the person removing the FFB netting is working on the top of trailer without any PPE as required by the regulation. 		

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	<p>3) Leachate from EFB stockyard was found to be flowing to the nearest monsoon drain which eventually goes to the environment through "Takungan Alur Air Hujan No. 2". There was also no roof to protect the EFB stockpile from rainwater. This is not in-line with the DOE's compliance schedule of License #006384, Clause 13, which refers to the "Garis Panduan Pelan Pengurusan Tandan Kosong Kelapa Sawit" (Guideline for Oil Palm Empty Fruit Bunch Management), Clause 4.0.</p>
Corrections:	<ol style="list-style-type: none"> 1) Mill to request to BAKAJ to up limitation water usage from 600 to 1010 m3 per day. 2) To install visual control regarding hazard at height place at main gate to remind lorry driver. 3) Prepare a work plan for dumping site area and facilities. 4) To install pump.
Root cause analysis:	<p>Mill management does not monitor requirement of legal due to changes on new person in charged.</p>
Corrective Actions:	<ol style="list-style-type: none"> 1) Management to discuss regarding compliance to legal in management meeting regularly (every 6 months). 2) To appoint new person in-charge to monitor in legal requirement. 3) To conduct training to new person in charge regarding legal requirement. 4) To discuss in Environment meeting.
Assessment Conclusion:	<p>Verification has been conducted that the management has submitted the application to increase the water abstraction rate to Badan Kawal Selia Air Johor (BAKAJ) on 04/12/2022. BAKAJ had approved the application on 06/03/2023.</p> <p>The management has issued a memo to prevent the lorry driver from opening the canvas at the mill due to no platform of using the safety harness. Memo dated 04/01/2023.</p> <p>The mill has planned the installation of pump at the EFB yard to pump the EFB Leachate to the mill POME facility. Sighted the planning blueprint and Gantt chart. Currently the mill already cleaned the monsoon drain, and to install the pump at the area.</p> <p>The Major NC is closed, and the suspension is lifted. Further verification will be conducted in the next assessment.</p>
Verification Statement:	<ol style="list-style-type: none"> 1) Approval letter from Badan Kawalan Selia Air Johor (BAKAJ) Reference: (1)4056/BLT/BAKAJ dated 06/03/2023 increase in water abstraction "Jumlah Maksima Abstraksi Air m³/hari" from 600M/day to 1,010 m³/day. The management had obtained an approval to increase daily water abstraction from 600 m³/day to 1,010 m³/day. Verified the water abstraction for the period Jan – Sep 2023 found that the daily water abstraction is within the limit. 2) The site visit to mill operation area confirmed that the workers working at high workplace are provided with necessary PPE. 3) The site to EFFB incinerator found that no Leachate from EFB stockyard. No left EFB un-burn into incinerator. <p>The site visit and documents verification confirmed that there is no reoccurrence on the issue raised in Major NC during last audit, hence Major Non-Conformity remained closed.</p>

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Non-Conformity Report			
NCR Ref #:	2273538-202211-M3	Issue Date:	11/11/2022
Due Date:	09/02/2023	Date of Closure:	09/02/2023
Area/Process:	FGVPI Belitong POM	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.4.4.2(b) Major
Requirements:	b) The occupational safety and health plan shall cover the following: The risks of all operations shall be assessed and documented.		
Statement of Nonconformity:	The risk control measures found not consistently implemented as assessment conducted in risk assessment of mill operation.		
Objective Evidence:	<p><u>FGVPI Belitong POM</u></p> <p>1) During site visit at Electrical Store, it was found that Oxygen and Acetylene Gas Cylinder were placed in the trolley. There is no flash back arrester installed and the tanks were placed without chained to the trolley. It was not in line with SOP Penggunaan Oxy-Acetylene, FPI-PK-082 dated 14/05/2022 Section 6.1.5, "Pastikan Flash Back Arrester dipasang pada setiap hose" and Section 6.4.2 "Silinder tersebut mesti diikat kemas pada troli", Section 6.5.5 "Selinder yang disimpan perlu diikat bagi mengelakkan silinder tumbang/ terjatuh dan menyebabkan kerosakan pada silinder" respectively.</p> <p>2) During site visit at Electrical Store, it was found that Diesel was stored in the two containers without any labelled. It was not in line with SOP Pengurusan Bahan Kimia, FPI-PK-036 dated 14/05/2022, Section 6.5.1: "Bahan Kimia yang dipindahkan ke bekas lain hendaklah dilabel semula mengikut label asal bagi mengelakkan kekeliruan kepada petugas lain".</p>		
Corrections:	<p>1) Awareness to workers on company SOP regularly.</p> <p>2) To appoint person in charge to monitor implementation of SOP to workers following workstation.</p>		
Root cause analysis:	No awareness to workers regarding SOP due to lack of conducting training to the workers.		
Corrective Actions:	<p>1) To install labelling at diesel container as per SOP.</p> <p>2) To install flashback arrester, trolley and place oxy cylinder and acetylene at right place.</p>		
Assessment Conclusion:	<p>The management has conducted the training to workers, regarding the placement and installation of flashback arrester. Sighted the photos of the installed flashback arrester and the placing of container with chains and locks.</p> <p>The diesel container has been labelled accordingly and kept at safe place. The major NC is close, further verification will be conducted in the next audit.</p>		
Verification Statement:	<p>1) The site visit to mill workshop found that the workshop is well maintain, all workshop tool & equipment are neatly arranged on the designated place. Found that the Oxygen and Acetylene Gas Cylinder are placed on the cylinder trolley tight using metal chain.</p> <p>2) Inspection to Electrical Store & Chemical store found that no chemical being repacked. No chemical found stored in the Electrical Store.</p>		

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	The observation during site visit & interviews with staffs confirmed that there is no reoccurrence on the issue raised in Major NC during last audit, hence Major Non-Conformity remained closed.
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Non-Conformity Report			
NCR Ref #:	2273538-202211-N1	Issue Date:	11/11/2022
Due Date:	Next Surveillance	Date of Closure:	16/10/2023
Area/Process:	FGVAS Ulu Belitong Estate & FGVPM Bukit Tongkat B Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.5.3.5 Minor
Requirements:	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.		
Statement of Nonconformity:	Procedure of land fill management was not effectively implemented.		
Objective Evidence:	<p>Procedure: Pengurusan Sisa pepejal (FGVPM/L2/PAS-02) Rev:01, Date: 23/01/2020) Clause 6.1.1.1.1 Mestilah 500meter dari anak anak sungai, kedudukan tapak pelupusan mestilah berada dalam sekitar >500 m dari Kawasan penempatan penduduk.</p> <p>During the site visit to the land fill areas as the following:</p> <ol style="list-style-type: none"> 1. Ulu Belitong Estate – 1.93764, 103.47327 2. Bukit Tongkat B Estate – 1.94577, 103.48104 <p>It was verified through google earth that the location of the residential is within 500 m from both of the landfill point.</p>		
Corrections:	To conduct awareness to person in charge on opening Landfill to using variety of method (google earth and odometer) to check and balance the distance based on SOP requirement.		
Root cause analysis:	The initial selection of the opening of the landfill is measured by using the odometer of the vehicle that passes through the main road and is closest to the landfill compared to using google earth.		
Corrective Actions:	<ol style="list-style-type: none"> 1) Measurements will be using the "AVENZA MAP" application and record. 2) To appoint person in charge to monitor regarding landfill management. 		
Assessment Conclusion:	The Avenza Map has pointed the new location of the landfill which are 500 m away from the residential area. Verification of the location will be conducted in the next audit.		
Verification Statement:	Ulu Belitong Estate, domestic waste was disposed of in a designated landfill located at field Block 22, Peringkat 1; 1.2 kilometers away from labour line. The GPS coordination verification confirmed that the landfill was more than 500 meters away from the watercourse & water source. The domestic waste at Bukit Tongkat B Estate collected twice a week is disposed of outside the estate at the "Tapak Pelupusan Sisa Baki Dan Sisa Yang Boleh Dikitar Semula, Sisa Taman, Sisa Pukul Kluang" under the management of Majlis Perbandaran Kluang (JHKG01BW) via authorized waste disposal contractor NaxxNixxx Enterprise. The site visit to the landfill at Ulu Belitong Estate and observation of domestic waste disposal via same contractor.		

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	Hence, no reoccurrence of the same issues concerning PPE that was highlighted in the Major Non-conformance during last year's audit, hence Minor Non-Conformity is closed.
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Opportunity For Improvement			
Ref:	NA	Clause:	NA
Area/Process:	NA		
Objective Evidence:	NA		
Verification Statement:	NA		

3.4 Summary of the Nonconformities and Status

CAR Ref.	Clause & Category (Major / Minor)	Issued Date	Status & Date (Closure)
1696075-201804-N1	Part 3, 4.4.4.2 Minor	18/10/2018	Closed on 14/11/2019
1849591-201906-M1	Part 3, 4.3.1.1 Major	14/11/2019	Closed on 12/2/2020
1849591-201906-M2	Part 3, 4.4.4.2 Major	14/11/2019	Closed on 12/2/2020
1849591-201906-M3	Part 3, 4.5.3.2 Major	14/11/2019	Closed on 12/2/2020
1849591-201906-M4	Part 4, 4.3.1.1 Major	14/11/2019	Closed on 12/2/2020
1849591-201906-N1	Part 3, 4.5.3.5 Minor	14/11/2019	Closed on 8/3/2021
2002762-202012-M1	Part 3: 4.3.1.1 Major	17/12/2020	Closed on 8/3/2021
2002762-202012-M2	Part 3: 4.5.3.3 Major	17/12/2020	Closed on 8/3/2021
2002762-202012-M3	Part 4: 4.4.4.1 Major	17/12/2020	Closed on 8/3/2021
2002762-202012-N1	Part 4: 4.4.4.2 Minor	17/12/2020	Escalated to Major NC
2002762-202012-N2	Part 4: 4.4.5.4 Minor	17/12/2020	Closed on 25/11/2021
2136025-202111-M1	Part 4: 4.4.4.2 Major	25/11/2021	Closed on 21/01/2022
2136025-202111-M2	Part 3: 4.4.5.4 Major	25/11/2021	Closed on 21/01/2022
2136025-202111-N1	Part 4: 4.4.2.2 Minor	25/11/2021	Closed on 11/11/2022
2273538-202211-M1	Part 3: 4.4.4.2 (d) Major	11/11/2022	Closed on 09/02/2023
2273538-202211-M2	Part 4: 4.3.1.1 Major	11/11/2022	Closed on 06/03/2023
2273538-202211-M3	Part 4: 4.4.4.2 (b) Major	11/11/2022	Closed on 09/02/2023
2273538-202211-N1	Part 3: 4.5.3.5 Minor	11/11/2022	Closed on 16/10/2023
2408957-202310-N1	Part 3: 4.5.1.3 Minor	20/10/2023	Open
2408957-202310-N2	Part 4: 4.4.4.2 (e) Minor	20/10/2023	Open

3.5 Issues Raised by Stakeholders



IS #	Description
<p>1</p>	<p>Feedbacks: Muhaxxxx Najxxx / Bxxxx Toxxxxx Enterprise (FFB Transporter) The contractor had given positive feedback about the training provided by management. He mentioned that the training covered important aspects such as policy, safety, environment, and social considerations related to the certification of RSPO and MSPO. He also demonstrated a good understanding of the minimum wage requirements and safety protocols. This indicates a positive outcome from the training session.</p> <p>Management Responses: Noted on the positive comment.</p> <p>Audit Team Findings: The management has conducted the stakeholder meeting and documented the minutes of the meeting. Additionally, the contractor has signed the SCOC form as an acknowledgment. This demonstrates a proactive approach towards ensuring compliance and transparency in stakeholder engagements.</p>
<p>2</p>	<p>Feedbacks: Muhammad Jais Bin Ngah Dimin (SK LKTP Belitong) The representative from SK LKTP Belitong provided positive feedback. He mentioned that the management conducted training for the stakeholders. Additionally, the management's consistent support for SK LKTP through CSR contributions is commendable. This positive feedback and strong communication indicate a healthy and productive relationship between FGV and SK LKTP Belitong.</p> <p>Management Responses: Noted on the positive comment.</p> <p>Audit Team Findings: Verified the management has support SK LKTP Belitong through CSR Programmed.</p>
<p>3</p>	<p>Feedbacks: Mohammad Nazirul / Kesatuan Pekerja The representative from Kesatuan Pekerja provided positive feedback. He mentioned that the Mill has provided training to all employees, covering crucial aspects like safety, environment, and social considerations. Furthermore, it's noteworthy that the management is open to allowing employees to join any trade union, fostering a spirit of inclusivity and cooperation. This demonstrates a commitment to employee welfare and empowerment.</p> <p>Management Responses: Noted on the positive comment.</p> <p>Audit Team Findings: The minutes of the meeting have been verified. It seems that Kesatuan Pekerja conducted a training session among their committee members.</p>
<p>4</p>	<p>Feedbacks: Norafiza Shahrur Zahari / (Gender Committee) The representative from Gender Committee provided positive feedback. He mentioned that the Mill has provided training to all employees, covering crucial aspects like safety, environment, and social considerations. Furthermore, it's noteworthy that the management is open to allowing employees to join any trade union, fostering a spirit of inclusivity and cooperation. This demonstrates a commitment to employee welfare and empowerment.</p> <p>Management Responses: Noted on the positive comment.</p>

	<p>Audit Team Findings: The minutes of the meeting have been verified. It seems that Gender Committee has conducted a training session among their committee members.</p>
5	<p>Feedbacks: Hafizul Muhammad / Foreign Workers Representative (Estate) They conveyed that the management upholds equal treatment for all employees, without any form of discrimination. Salaries are disbursed in accordance with the Employment Act of 1955 and the latest Minimum Wage Order. Furthermore, every employee retains the right to join any association of their choosing. The estate facilitates Social Dialogue Meetings, providing a platform for workers to openly discuss both work-related and social matters with the management. This open dialogue fosters a conducive environment for communication. Additionally, the workers are well-informed about the available channels for lodging complaints and grievances.</p> <p>Management Responses: Noted on the positive comment.</p> <p>Audit Team Findings: Reviewed the payslips for all sampled workers found all the workers were paid as per the legal requirements. No further issues.</p>

3.6 List of Stakeholders Contacted

<p>Government Officer: Muhammad Jais Bin Ngah Dimin (SK LKTP Belitong)</p>	<p>Community/neighbouring village: Nil</p>
<p>Suppliers/Contractors/Vendors: Muxxxxxx Naxxxx / Bukit Tongkat Enterprise (FFB Transporter)</p>	<p>Worker’s Representative/Gender Committee: Hafizul Muhammad / Foreign Workers Representative Norafiza Shahrur Zahari / (Gender Committee) Mohammad Nazirul / Kesatuan Pekerja</p>

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
Based on the findings during the assessment FGV Belitong POM & Supply Bases Certification Unit complies with the MS 2530-3:2013 and MS 2530-4:2013. It is recommended that the certification of FGV Belitong POM & Supply Bases Certification Unit is continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: NOROLSAIFUL HAZZRI BIN HAMID	Name: MOHD ISA BIN HASIM
Company name: FGV HOLDINGS BERHAD	Company name: BSI SERVICES MALAYSIA SDN BHD
Title: SUSTAINABILITY MANAGER	Title: MSPO LEAD AUDITOR
Signature: 	Signature: 
Date: 10/11/2023	Date: 20/10/2023

Appendix A: Summary of the findings by Principles and Criteria

MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for Oil Palm Plantations & Organized Smallholders

Criterion / Indicator		Assessment Findings	Compliance												
4.1 Principle 1: Management commitment & responsibility															
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy															
4.1.1.1	A policy for the implementation of MSPO shall be established. - Major compliance -	Sighted Sustainability Policy (FGV/SED/POL/003) Rev.03 under FGV Holdings Berhad signed and approved by Mohd Nazrul Izam Mansor (Group CEO) dated 26/01/22.	Complied												
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	The Sustainability Policy mentioned above contained information and commitment to comply with policy, procedure, legal and other requirements. Also included commitment to sustainability or continual improvement.	Complied												
Criterion 4.1.2 – Internal Audit															
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	<p>The internal audit plan has been established and distributed to all operating units via email. The purpose of this internal audit is to assess both strengths and weaknesses. It is scheduled to be conducted at least once a year by the Sustainability Team. Sighted the evidence: Details information on the Internal Audit has conducted:</p> <table border="1"> <tr> <td>Estate</td> <td>Ulu Belitong Estate</td> <td>Bkt Tongkat B Estate</td> </tr> <tr> <td>Document</td> <td>Internal Audit Plan</td> <td>Internal Audit Plan</td> </tr> <tr> <td>Date Audit Plan (email)</td> <td>07/08/2023</td> <td>07/08/2023</td> </tr> <tr> <td>Date Internal Audit</td> <td>16 – 17/08/2023</td> <td>13 – 14/08/2023</td> </tr> </table>	Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Document	Internal Audit Plan	Internal Audit Plan	Date Audit Plan (email)	07/08/2023	07/08/2023	Date Internal Audit	16 – 17/08/2023	13 – 14/08/2023	Complied
Estate	Ulu Belitong Estate	Bkt Tongkat B Estate													
Document	Internal Audit Plan	Internal Audit Plan													
Date Audit Plan (email)	07/08/2023	07/08/2023													
Date Internal Audit	16 – 17/08/2023	13 – 14/08/2023													

Criterion / Indicator		Assessment Findings	Compliance															
4.1.2.2	<p>The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.</p> <p>- Major compliance -</p>	<p>The management has established an Internal Audit Procedure to ensure the effective execution of system audits, conducted at least once a year. The primary goal of these audits is to assess both strengths and weaknesses. The recorded audit results include detailed information on nonconformities, their root causes, corrections, and the corresponding corrective action plans. Sighted the evidence.</p> <p>During the review of the document titled Internal Audit Procedure with reference number FGV/GSD-SCCD/SOP/04, dated 03/09/2020, it was observed that the document is at version 0.0.</p> <p>Details information on the Internal Audit has conducted:</p> <table border="1"> <tr> <td>Estate</td> <td>Ulu Belitong Estate</td> <td>Bkt Tongkat B Estate</td> </tr> <tr> <td>Document</td> <td>Internal Audit Report</td> <td>Internal Audit Report</td> </tr> <tr> <td>Date Internal Audit</td> <td>16 – 17/08/2023</td> <td>13 – 14/08/2023</td> </tr> <tr> <td>Result Internal Audit</td> <td>20 Findings</td> <td>30 Findings</td> </tr> <tr> <td>Status Finding</td> <td>Closed with action taken</td> <td>Closed with action taken</td> </tr> </table>	Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Document	Internal Audit Report	Internal Audit Report	Date Internal Audit	16 – 17/08/2023	13 – 14/08/2023	Result Internal Audit	20 Findings	30 Findings	Status Finding	Closed with action taken	Closed with action taken	Complied
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Status Finding	Closed with action taken	Closed with action taken																
4.1.2.3	<p>Report shall be made available to the management for their review.</p> <p>- Major compliance -</p>	<p>The internal audit report has been generated by the audit team leader, and the outcomes of the internal audit were subsequently reviewed by the management. Sighted the evidence:</p> <p>Details information on the Internal Audit has conducted:</p> <table border="1"> <tr> <td>Estate</td> <td>Ulu Belitong Estate</td> <td>Bkt Tongkat B Estate</td> </tr> <tr> <td>Document</td> <td>Internal Audit Report</td> <td>Internal Audit Report</td> </tr> <tr> <td>Date Internal Audit</td> <td>16 – 17/08/2023</td> <td>13 – 14/08/2023</td> </tr> <tr> <td>Result Internal Audit</td> <td>20 Findings</td> <td>30 Findings</td> </tr> <tr> <td>Status Finding</td> <td>Closed with action taken</td> <td>Closed with action taken</td> </tr> </table>	Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Document	Internal Audit Report	Internal Audit Report	Date Internal Audit	16 – 17/08/2023	13 – 14/08/2023	Result Internal Audit	20 Findings	30 Findings	Status Finding	Closed with action taken	Closed with action taken	Complied
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Criterion / Indicator		Assessment Findings		Compliance															
Criterion 4.1.3 – Management Review																			
4.1.3.1	<p>The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.</p> <p>- Major compliance -</p>	<p>The management conducted a review meeting after the completion of the internal audit. The purpose was to assess the ongoing suitability, adequacy, and effectiveness of the requirements for the effective implementation of MSPO and to identify areas for improvement. Sighted the evidence:</p> <p>Details information on Management Review Meeting has conducted:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Estate</th> <th style="width: 40%;">Ulu Belitong Estate</th> <th style="width: 40%;">Bkt Tongkat B Estate</th> </tr> </thead> <tbody> <tr> <td>Document</td> <td>Minutes of Meeting MRM 01/2023</td> <td>Minutes of Meeting MRM 01/2023</td> </tr> <tr> <td>Date Meeting</td> <td>08/09/2023</td> <td>29/08/2023</td> </tr> <tr> <td>Time Meeting</td> <td>2:00 – 5:00 pm</td> <td>9:00 – 11:00 am</td> </tr> <tr> <td>Agenda Meeting</td> <td>Result internal audit Production report Environment issue Social Issue Safety Issue Training programme Management Improvement Housing inspection Chemical handling Biodiversity Legal compliance</td> <td>Result internal audit Production report Environment issue Social Issue Safety Issue Training programme Management Improvement Housing inspection Chemical handling Biodiversity Legal compliance</td> </tr> </tbody> </table>		Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Document	Minutes of Meeting MRM 01/2023	Minutes of Meeting MRM 01/2023	Date Meeting	08/09/2023	29/08/2023	Time Meeting	2:00 – 5:00 pm	9:00 – 11:00 am	Agenda Meeting	Result internal audit Production report Environment issue Social Issue Safety Issue Training programme Management Improvement Housing inspection Chemical handling Biodiversity Legal compliance	Result internal audit Production report Environment issue Social Issue Safety Issue Training programme Management Improvement Housing inspection Chemical handling Biodiversity Legal compliance	Complied
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Criterion / Indicator		Assessment Findings	Compliance																		
Criterion 4.1.4 – Continual Improvement																					
4.1.4.1	<p>The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.</p> <p>- Major compliance -</p>	<p>Continual improvement Plans (CIP) has established. it was cover on social, environmental, safety, health, and operational aspects demonstrates a proactive approach to responsible and sustainable business practices. Refer on the plans, it can have a positive impact on an organization's overall performance and reputation. Sighted the evidence:</p> <p>Details information on the Continue Improvement Plan:</p> <table border="1"> <tr> <td>Estate</td> <td>Ulu Belitong Estate</td> <td>Bkt Tongkat B Estate</td> </tr> <tr> <td>Year</td> <td>2023</td> <td>2023</td> </tr> <tr> <td>Document</td> <td>CIP – Social</td> <td>CIP – Social</td> </tr> <tr> <td>Action Plan – Social</td> <td>To conduct gotong royong with staff and communities</td> <td>To repair volleyball court at housing area</td> </tr> <tr> <td>Document</td> <td>CIP – Environment</td> <td>CIP – Environment</td> </tr> <tr> <td>Action Plan – Environment</td> <td>To plan the beneficial Plant To conduct triple rinsing for empty chemical container</td> <td>To conduct training on schedule waste To conduct recycle programme & campaign</td> </tr> </table>	Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Year	2023	2023	Document	CIP – Social	CIP – Social	Action Plan – Social	To conduct gotong royong with staff and communities	To repair volleyball court at housing area	Document	CIP – Environment	CIP – Environment	Action Plan – Environment	To plan the beneficial Plant To conduct triple rinsing for empty chemical container	To conduct training on schedule waste To conduct recycle programme & campaign	Complied
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4.1.4.2	<p>The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption.</p> <p>- Major compliance -</p>	<p>System to improve practice in line with new information and techniques were carried out by the estate management through various programs as documented in the annual training program. The management on receiving this information is responsible to disseminate to all employees.</p>	Complied																		
4.1.4.3	<p>An action plan to provide the necessary resources including</p>	<p>The management has established annual training program based</p>	Complied																		

Criterion / Indicator		Assessment Findings	Compliance
	<p>training, to implement the new techniques or new industry standard or technology (where applicable) shall be established.</p> <p>- Major compliance -</p>	<p>on the training needs analysis for the purpose of improving the competency of their employees and to disseminating information. Any new update or information, it will be disseminated to the employees through the training program.</p>	
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	<p>The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.</p> <p>- Major compliance -</p>	<p>Adequate information addressing environmental, social, and legal concerns that are pertinent to stakeholders is disseminated to facilitate effective participation. The handbooks detailing RSPO Certification for FELDA and FGV have been distributed to all relevant stakeholders. These handbooks provide comprehensive explanations of RSPO, MSPO and all associated policies. Additionally, the handbook encompasses information on the process for lodging complaints and addressing grievances. This information is not only included in the handbook but is also prominently displayed on the main office notice board.</p>	Complied
4.2.1.2	<p>Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p>- Major compliance -</p>	<p>The estate management has maintained copies of all the management documents that are required to be publicly accessible. The most recent communication, dated 03/01/2022, was shared with all stakeholders concerning the availability of these documents. Please refer to the MEMO titled Penyediaan Rujukan Dokumen Umum di Pejabat FGVAS and FGVP, with the document reference (01) MEMO-RSPO/MSPO2022.</p> <p>Furthermore, all relevant information, including annual reports, sustainability updates, and policies, can be readily accessed on the company's website: www.fgvholdings.com.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance												
Criterion 4.2.2 – Transparent method of communication and consultation															
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	<p>FGV Holdings Berhad has established a standard operating procedure (SOP) for "Komunikasi, Penglibatan dan Rundingan" (Communication, Engagement, and Consultation) outlined in document number FGV/ML-IA/L2-Pr12. This procedure comprehensively outlines the information provided to stakeholders, encompassing policies, social impact assessments, and environmental considerations. The management has convened a stakeholder feedback survey meeting on 27/09/2023.</p> <p>Upon reviewing the "Rekod Makluman dan Maklum Balas" (Record of Notices and Feedback), it is noted that there was no feedback received from stakeholders including Government Agencies, Contractors, Villagers, and Neighboring estates.</p>	Complied												
4.2.2.2	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit. - Minor compliance -	<p>The management has designated a dedicated Person In-Charge specifically tasked with overseeing communication requirements, particularly for fostering effective communication among communities and stakeholders. This appointment demonstrates the organization's commitment to transparent communication practices with all their stakeholders. Sighted the evidence:</p> <p>Details information on the appointment letter of PIC communication:</p> <table border="1"> <tr> <td>Estate</td> <td>Ulu Belitong Estate</td> <td>Bkt Tongkat B Estate</td> </tr> <tr> <td>Document</td> <td>Appointment Letter</td> <td>Appointment Letter</td> </tr> <tr> <td>Date</td> <td>01/02/2023</td> <td>02/01/2023</td> </tr> <tr> <td>PIC Name</td> <td>Mohd Rizal Bin Jamuluddin</td> <td>Khairuddin Bin Ab Halim</td> </tr> </table>	Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Document	Appointment Letter	Appointment Letter	Date	01/02/2023	02/01/2023	PIC Name	Mohd Rizal Bin Jamuluddin	Khairuddin Bin Ab Halim	Complied
Estate	Ulu Belitong Estate	Bkt Tongkat B Estate													
Document	Appointment Letter	Appointment Letter													
Date	01/02/2023	02/01/2023													
PIC Name	Mohd Rizal Bin Jamuluddin	Khairuddin Bin Ab Halim													
4.2.2.3	List of stakeholders, records of all consultation and communication and records of action taken in response to input	The management has compiled a comprehensive list of stakeholders, which includes essential information such as the company name,	Complied												

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Criterion / Indicator		Assessment Findings	Compliance												
	<p>from stakeholders should be properly maintained.</p> <p>- Major compliance -</p>	<p>address, telephone number, and email address. This stakeholders list serves as a well-maintained record that encompasses a wide range of categories, including suppliers, contractors, government agencies, neighboring estates, smallholders, and local communities. This meticulous record ensures that effective communication and engagement can be upheld with each stakeholder group. Sighted the evidence:</p> <p>Details information on the list of stakeholders:</p> <table border="1"> <tr> <td>Estate</td> <td>Ulu Belitong Estate</td> <td>Bkt Tongkat B Estate</td> </tr> <tr> <td>Document</td> <td>List Stakeholder</td> <td>List Stakeholder</td> </tr> <tr> <td>Date Review</td> <td>02/10/2023</td> <td>02/05/2023</td> </tr> <tr> <td>List Stakeholder</td> <td>Supplier Contractor Government Bodies Neighbour Estate Neighbour School Communities</td> <td>Supplier Contractor Government Bodies Neighbour Estate Neighbour School Communities</td> </tr> </table>	Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Document	List Stakeholder	List Stakeholder	Date Review	02/10/2023	02/05/2023	List Stakeholder	Supplier Contractor Government Bodies Neighbour Estate Neighbour School Communities	Supplier Contractor Government Bodies Neighbour Estate Neighbour School Communities	
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Criterion 4.2.3 – Traceability															
4.2.3.1	<p>The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).</p> <p>- Major compliance -</p>	<p>The management has established a Standard Operating Procedure (SOP) for traceability, which has been thoroughly documented. The primary objective of this procedure is to furnish estates with comprehensive guidelines, ensuring the seamless and effective implementation of a sustainable supply chain for certified materials, including the delivery of Fresh Fruit Bunches (FFB) from the estate to the mill.</p> <p>Sighted the evidence, document Sustainability Manual for Transportation of FFB to Mill (MLSL(Ed.3)-Sec.4(8.0) dated</p>	Complied												

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Criterion / Indicator		Assessment Findings	Compliance																		
		01/09/2017.																			
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	<p>Daily inspections were conducted to ensure compliance with the traceability system. The staff diligently entered all pertinent data into the system, which was subsequently verified by the executive at the close of each day. This verification process included a thorough review of the weighbridge records and Fresh Fruit Bunch (FFB) delivery from estate to the mill.</p> <p>Details information on the inspection of traceability FFB:</p> <table border="1"> <tr> <td>Estate</td> <td>Ulu Belitong Estate</td> <td>Bkt Tongkat B Estate</td> </tr> <tr> <td>Document</td> <td>Delivery Note 002264</td> <td>Delivery Note 0155243</td> </tr> <tr> <td>Document</td> <td>Weighbridge Ticket A00023834</td> <td>Weighbridge Ticket A00021474</td> </tr> <tr> <td>Date</td> <td>14/10/2023</td> <td>17/10/2023</td> </tr> <tr> <td>Vehicle Number</td> <td>JUJ 9654</td> <td>JLY 8043</td> </tr> <tr> <td>Nett Weight</td> <td>6.59 Mt</td> <td>5.28 Mt</td> </tr> </table>	Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Document	Delivery Note 002264	Delivery Note 0155243	Document	Weighbridge Ticket A00023834	Weighbridge Ticket A00021474	Date	14/10/2023	17/10/2023	Vehicle Number	JUJ 9654	JLY 8043	Nett Weight	6.59 Mt	5.28 Mt	Complied
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Nett Weight	6.59 Mt	5.28 Mt																			
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -	<p>The management has designated a dedicated Person In-Charge specifically tasked with overseeing traceability requirements, with the purpose of monitoring and updating the traceability system and records for the data information of Fresh Fruit Bunches (FFB). This appointment underscores the organization's commitment to maintaining accurate and reliable traceability practices. Sighted the evidence:</p> <p>Details information on the appointment letter of traceability FFB:</p> <table border="1"> <tr> <td>Estate</td> <td>Ulu Belitong Estate</td> <td>Bkt Tongkat B Estate</td> </tr> <tr> <td>Document</td> <td>Appointment Letter</td> <td>Appointment Letter</td> </tr> <tr> <td>Date</td> <td>08/02/2023</td> <td>02/01/2023</td> </tr> </table>	Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Document	Appointment Letter	Appointment Letter	Date	08/02/2023	02/01/2023	Complied									
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Criterion / Indicator		Assessment Findings			Compliance																		
		PIC Name	Mohd Firdaus	Khairuddin Ab Halim																			
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance -	<p>The estates have successfully dispatched the freshly harvested Fresh Fruit Bunches (FFB) to the Palm Oil Mill. Furthermore, the estates have diligently maintained records detailing the FFB dispatch and the FFB sent to the mill, demonstrating their commitment to effective monitoring and documentation. Upon reviewing the records of FFB dispatch, the following observations have been made:</p> <p>Details information on the inspection of traceability FFB:</p> <table border="1"> <tr> <td>Estate</td> <td>Ulu Belitong Estate</td> <td>Bkt Tongkat B Estate</td> </tr> <tr> <td>Document</td> <td>Delivery Note 002264</td> <td>Delivery Note 0155243</td> </tr> <tr> <td>Document</td> <td>Weighbridge Ticket A00023834</td> <td>Weighbridge Ticket A00021474</td> </tr> <tr> <td>Date</td> <td>14/10/2023</td> <td>17/10/2023</td> </tr> <tr> <td>Vehicle Number</td> <td>JUJ 9654</td> <td>JLY 8043</td> </tr> <tr> <td>Nett Weight</td> <td>6.59 Mt</td> <td>5.28 Mt</td> </tr> </table>			Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Document	Delivery Note 002264	Delivery Note 0155243	Document	Weighbridge Ticket A00023834	Weighbridge Ticket A00021474	Date	14/10/2023	17/10/2023	Vehicle Number	JUJ 9654	JLY 8043	Nett Weight	6.59 Mt	5.28 Mt	Complied
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4.3 Principle 3: Compliance to legal requirements																							
Criterion 4.3.1 – Regulatory requirements																							
4.3.1.1	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. - Major compliance -	<p>The legal compliance lists of permits & licenses are available and being monitored and updated periodically by person in-charge of Legal Requirements. Details as below:</p> <p><u>Ulu Belitong Estate:</u></p> <p>1. MPOB License no. 503540902000. Validity period from 01/09/2023 - 31/08/2024 – 147.7 ha</p>			Complied																		

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		<p>2. Salary deduction permit for Premium Insurance Luar Negara Tenaga Kerja Indonesia amounting RM63.00 per person with ref. BHG. PU/9/129 Jld 26[22] dated 30/09/2016.</p> <p>3. Salary deduction permit for water, electricity, medical fees that exceeded limit and other advance permit with ref. no. (22) dlm BHG. PU/9/129 Jld 23 dated 26/4/2016. The subsidy for water is RM4.00 and Electricity is RM6.00 per person.</p> <p>4. MSPO Certificate No: MSPO 693234, Validity Date:20/05/2029</p> <p>5. Fire extinguisher No: S/N: PW092023Y307849. Validity until 03/10/2024</p> <p><u>Bukit Tongkat B Estate:</u></p> <p>1. MPOB License no. 558895002000. Validity period from 01/03/2023 - 29/2/2024</p> <p>2. Diesel permit no B.PGK. JH (KLU) 2303 SK Valid from 04/02/2022 till 03/02/2024, Diesel 15,000 liter and petrol 200 liter</p> <p>3. Fire Extinguisher – 35 units. Valid until 01/06/2024</p>	
4.3.1.2	<p>The management shall list all laws applicable to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p>The applicable laws identified were listed in Register of Legal and Other Requirements, [FGV/GSD-SR/LR001]. The sample of Act and Legal at Ulu Belitong Estate and Bukit Tongkat B Estate as listed herein:</p> <ol style="list-style-type: none"> 1. OSHA 1994 2. Pesticides Act 1974 and Regulations, 3. Environmental Quality Act and Regulations 1974 4. Factories and Machinery Act and Regulations, 1967 5. Weights and Measures Regulations 1981 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		6. Electricity Regulations 1994 7. Immigration Act 1959 8. Employee Provident Fund 1991 9. Minimum Wages Order 2022 10. Employment Act Rev 2022	
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance -	List of laws has been regularly updated. Latest update was on 13/10/2023. Refer to the latest update list of laws: 1. Minimum Wages Order 2022 2. Akta Petroleum & Elektrik (Kawalan Bekalan) 1974-Mengantikan AP6 Akta 128 3. Garis Panduan Permohonan Permit Barangan Kawalan Berjadual & Permit Khas. 4. Peraturan-Peraturan Pengurusan Sisa Pepejal & Pembersihan Awam (Skim Bagi Sisa Pepejal Isi Rumah & Sisa Yang Serupa Dengan Sisa Pepejal Isi Rumah) 2011 5. Akta Pengangkutan Jalan 1997 (Akta 333) 6. Perintah Perkhidmatan Bomba (Premis Ditetapkan) Pindaan 2020 FGV Holdings Berhad have centralised system for tracking any changes in the law as per "Panduan: Sistem Pengesanan Perubahan Undang-undang" dated 23/06/2015, Version:04. Any changes in the relevant regulations are through Plantation and Sustainability Department and the Manager, who are sole responsible.	Complied
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.	En Mohd Firdaus Ibrahim as the person in charge of Legal Requirement Ulu Belitong Estate via letter dated 03/01/2022 approved by Mr Din Ibrahim, Station Manager. En. Hasbi Bin Mamat was appointed to	Complied

Criterion / Indicator		Assessment Findings	Compliance						
	- Minor compliance -	tracking changes of laws, safe procedure and guidelines Bukit Tongkat Estate via letter dated 02/01/2022 approved by En Hadi Helmi Bin Mat Hassan, Estate Manager. The PIC appointment letter verification found that include PIC duties is to check on the changes or amendments of all relevant laws pertaining to plantation operation at regular interval of once quarterly and do notify the estate of the changes.							
Criterion 4.3.2 – Lands use rights									
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance -	<p><u>Ulu Belitong Estate</u> There has an agreement between Federal Land Development Authority (FELDA) and Felda Agriculture Service Sdn Bhd (FAS) dated 09/04/2021 with validity from 01/01/2021 to 31/12/2035. Refer letter (45)1450/1/11 Pt.2. The total hectarage for FGVAS Ulu Belitong was 147.70 Ha.</p> <p><u>Bukit Tingkat B Estate</u> There has an agreement between Federal Land Development Authority (FELDA) and Felda Global Venture Plantation Malaysia (FGVPM) dated 01/11/2011. Validity from 14/01/2000 until 13/01/2099. Refer on the 20-land title the total hectarage for FGVPM Bukit Tongkat B was 1,237.85 Ha. There is deduction for land acquisition by Government with total 6.59 ha.</p> <p>Details information on the contract agreement:</p> <table border="1"> <tr> <td>Estate</td> <td>Ulu Belitong Estate</td> <td>Bkt Tongkat B Estate</td> </tr> <tr> <td>Document</td> <td>Agreement between FELDA & FGV Agri Service SB</td> <td>Agreement between FELDA & FGVPM</td> </tr> </table>	Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Document	Agreement between FELDA & FGV Agri Service SB	Agreement between FELDA & FGVPM	Complied
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Criterion / Indicator		Assessment Findings			Compliance																		
		Reference	(45)1450/1/11 Pt.2	Land Title																			
		Date	09/04/2021	01/11/2011																			
		Validity Period	15 Years (01/01/2021 – 31/12/2035)	99 Years (14/01/2000) – 13/01/2099)																			
		Total Hectarage	147.70 Ha	1237.85 Ha																			
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. - Major compliance -	<p>There has an agreement between Federal Land Development Authority (FELDA) and Felda Agriculture Service Sdn Bhd (FAS) dated 09/04/2021 with validity from 01/01/2021 to 31/12/2035. Refer letter (45)1450/1/11 Pt.2. The total hectarage for FGVAS Ulu Belitong was 147.70 Ha.</p> <p>Details information on the contract agreement:</p> <table border="1"> <tr> <td>Estate</td> <td>Ulu Belitong Estate</td> <td>Bkt Tongkat B Estate</td> </tr> <tr> <td>Document</td> <td>Agreement between FELDA & FGV Agri Service SB</td> <td>Agreement between FELDA & FGVM</td> </tr> <tr> <td>Reference</td> <td>(45)1450/1/11 Pt.2</td> <td>Land Title</td> </tr> <tr> <td>Date</td> <td>09/04/2021</td> <td>01/11/2011</td> </tr> <tr> <td>Validity Period</td> <td>15 Years (01/01/2021 – 31/12/2035)</td> <td>99 Years (14/01/2000) – 13/01/2099)</td> </tr> <tr> <td>Total Hectarage</td> <td>147.70 Ha</td> <td>1237.85 Ha</td> </tr> </table>			Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Document	Agreement between FELDA & FGV Agri Service SB	Agreement between FELDA & FGVM	Reference	(45)1450/1/11 Pt.2	Land Title	Date	09/04/2021	01/11/2011	Validity Period	15 Years (01/01/2021 – 31/12/2035)	99 Years (14/01/2000) – 13/01/2099)	Total Hectarage	147.70 Ha	1237.85 Ha	Complied
Estate	Ulu Belitong Estate	Bkt Tongkat B Estate																					
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Total Hectarage	147.70 Ha	1237.85 Ha																					
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	<p>The management has established the boundary makers purposely to show their area of ownership of land. It was maintained on the ground and visibly during site visit at field block. Sighted the evidence:</p> <p>Details information on the monitoring the boundary stone:</p> <table border="1"> <tr> <td>Estate</td> <td>Ulu Belitong Estate</td> <td>Bkt Tongkat B Estate</td> </tr> </table>			Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Complied															
Estate	Ulu Belitong Estate	Bkt Tongkat B Estate																					

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Criterion / Indicator		Assessment Findings			Compliance
		Boundary Stone 1	155/32 PKT 1/B10	134 PKT10N/B12	
		Boundary Stone 2	155/202 PKT 1/B12	64 PKT10N/B12	
		Boundary Stone 3	155/220 PKT1/B14	129 PKT10N/B12	
		The management also maintains a record of boundary monitoring in the 'Rekod Pemantauan Batu Sempadan'. The most recent monitoring was conducted on 02/10/2023.			
4.3.2.4	Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	There is no land dispute in the FGV Ulu Belitong Certification Unit at the time of audit. The lands are belonged to Lembaga Kemajuan Tanah Persekutuan via verified with the land titles. Interview with the stakeholders confirmed that no encroachment of land by certification unit.			N/A
Criterion 4.3.3 – Customary rights					
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	There is no land encumbered by customary rights under FGV Ulu Belitong certification unit.			N/A
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. - Minor compliance -	There is no land encumbered by customary rights under FGV Ulu Belitong certification unit.			N/A
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available.	There is no land encumbered by customary rights under FGV Ulu Belitong certification unit.			N/A

Criterion / Indicator		Assessment Findings	Compliance																		
- Major compliance -																					
4.4 Principle 4: Social responsibility, health, safety and employment condition																					
Criterion 4.4.1: Social Impact Assessment (SIA)																					
4.4.1.1	<p>Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.</p> <p>- Minor compliance –</p>	<p>As per the Social Impact Assessment (SIA) report, the methodology involved conducting interviews with members of the local community and estate workers. The assessment process encompassed several steps, including identifying stakeholders, considering social factors, analysing data, consulting stakeholders, developing a mitigation plan, implementing action plan, and continuously monitoring its progress. Supporting evidence for these activities has been documented.</p> <p>Details information on the monitoring the Social Impact Assessment:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Ulu Belitong Estate</th> <th>Bkt Tongkat B Estate</th> </tr> </thead> <tbody> <tr> <td>Document</td> <td>Social Impact Assessment (SIA)</td> <td>Social Impact Assessment (SIA)</td> </tr> <tr> <td>Revision 1</td> <td>01/2023</td> <td>01/2023</td> </tr> <tr> <td>Revision 2</td> <td>09/2023</td> <td>09/2023</td> </tr> <tr> <td>Document</td> <td>Management Plan Social Impact 2023</td> <td>Management Plan Social Impact 2023</td> </tr> <tr> <td>Action Plan</td> <td> To conduct meeting with employee To give briefing on complaint procedure To give briefing to contractor To conduct meeting with communities </td> <td> To conduct stakeholder meeting To ensure contractor meet minimum wages To ensure passport & permit renewed as timeline. </td> </tr> </tbody> </table>	Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Document	Social Impact Assessment (SIA)	Social Impact Assessment (SIA)	Revision 1	01/2023	01/2023	Revision 2	09/2023	09/2023	Document	Management Plan Social Impact 2023	Management Plan Social Impact 2023	Action Plan	To conduct meeting with employee To give briefing on complaint procedure To give briefing to contractor To conduct meeting with communities	To conduct stakeholder meeting To ensure contractor meet minimum wages To ensure passport & permit renewed as timeline.	Complied
Estate	Ulu Belitong Estate	Bkt Tongkat B Estate																			
Document	Social Impact Assessment (SIA)	Social Impact Assessment (SIA)																			
Revision 1	01/2023	01/2023																			
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Criterion / Indicator		Assessment Findings			Compliance															
		Status Action Plan	Done conduct meeting to employee Done conduct briefing to contractor	Done conduct stakeholder meeting Contractor meets the minimum wages Passport & permit renew as per timeline																
Criterion 4.4.2: Complaints and grievances																				
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented. - Major compliance -	<p>The management has implemented a comprehensive system for addressing complaints and grievances, including the provision of complaint forms, complaint book and a designated box located at the front of the office, accessible at all times. This streamlined process allows individuals to submit their concerns by completing the provided complaint form. Additionally, the resolution of the grievance will be overseen by their immediate superior.</p> <p>It was sighted the evidence of the 'Prosedur Operasi Standard (SOP) Aduan dan Rungutan' with reference FGV/FGVPM-JTK/SOP/014 dated 01/09/2019 and version 0.0.</p> <p>Details information on the recording of any complaint & grievance:</p> <table border="1"> <tr> <td>Estate</td> <td>Ulu Belitong Estate</td> <td>Bkt Tongkat B Estate</td> </tr> <tr> <td>Document</td> <td>Complaint book</td> <td>Complaint Book</td> </tr> <tr> <td>Date Received</td> <td>10/10/2023</td> <td>20/09/2023</td> </tr> <tr> <td>Date Resolved</td> <td>10/10/2023</td> <td>30/09/2023</td> </tr> <tr> <td>Complaint Issue</td> <td>Replacement on sickle</td> <td>Repair on toilet door at worker housing</td> </tr> </table>			Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Document	Complaint book	Complaint Book	Date Received	10/10/2023	20/09/2023	Date Resolved	10/10/2023	30/09/2023	Complaint Issue	Replacement on sickle	Repair on toilet door at worker housing	Complied
Estate	Ulu Belitong Estate	Bkt Tongkat B Estate																		
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Date Resolved	10/10/2023	30/09/2023																		
Complaint Issue	Replacement on sickle	Repair on toilet door at worker housing																		
4.4.2.2	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties.	The management has established of a dispute resolution system that ensures effectiveness, timeliness, and appropriateness, and is accepted by all parties involved.			Complied															

Criterion / Indicator		Assessment Findings	Compliance															
	- Major compliance -	<p>Details information on the recording of any complaint & grievance:</p> <table border="1"> <tr> <td>Estate</td> <td>Ulu Belitong Estate</td> <td>Bkt Tongkat B Estate</td> </tr> <tr> <td>Document</td> <td>Complaint book</td> <td>Complaint Book</td> </tr> <tr> <td>Date Received</td> <td>10/10/2023</td> <td>20/09/2023</td> </tr> <tr> <td>Date Resolved</td> <td>10/10/2023</td> <td>30/09/2023</td> </tr> <tr> <td>Complaint Issue</td> <td>Replacement on sickle</td> <td>Repair on toilet door at worker housing</td> </tr> </table>	Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Document	Complaint book	Complaint Book	Date Received	10/10/2023	20/09/2023	Date Resolved	10/10/2023	30/09/2023	Complaint Issue	Replacement on sickle	Repair on toilet door at worker housing	
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4.4.2.3	<p>A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.</p> <p>- Minor compliance -</p>	<p>The management has implemented a dispute resolution system that guarantees effectiveness, timeliness, and appropriateness, and has gained unanimous acceptance from all parties involved. Additionally, the complaint form and complaint book are readily accessible on the premises, allowing both employees and affected stakeholders to file complaints.</p>	Complied															
4.4.2.4	<p>Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time.</p> <p>- Minor compliance -</p>	<p>Both employees and the surrounding communities have been informed that they are welcome to submit complaints or suggestions at any time. This has been confirmed by the management through the training of the complaint procedure for employees, ensuring they are knowledgeable about the process of making a complaint. Sighted the evidence:</p> <p>Details information on the training procedure to the employee:</p> <table border="1"> <tr> <td>Estate</td> <td>Ulu Belitong Estate</td> <td>Bkt Tongkat B Estate</td> </tr> <tr> <td>Document</td> <td>Training Complaint Procedure</td> <td>Training complaint & grievance</td> </tr> <tr> <td>Date</td> <td>27/03/2023</td> <td>07/11/2023</td> </tr> <tr> <td>Time</td> <td>7:00 am</td> <td>6:30 am</td> </tr> <tr> <td>Venue</td> <td>Assembly Point</td> <td>Assembly Point</td> </tr> </table>	Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Document	Training Complaint Procedure	Training complaint & grievance	Date	27/03/2023	07/11/2023	Time	7:00 am	6:30 am	Venue	Assembly Point	Assembly Point	Complied
Estate	Ulu Belitong Estate	Bkt Tongkat B Estate																
Document	Training Complaint Procedure	Training complaint & grievance																
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Venue	Assembly Point	Assembly Point																

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Criterion / Indicator		Assessment Findings	Compliance												
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance -	The management has utilized a form titled "Borang Permohonan Pembaikan Asrama and Borang Kerosakan & Pembaikan Rumah Kakitangan/ Pejabat/ Asrama/ Stor". Records of complaints from the past 24 months are still on hand for verification.	Complied												
Criterion 4.4.3: Commitment to contribute to local sustainable development															
4.4.3.1	Growers should contribute to local development in consultation with the local communities. - Minor compliance -	<p>The management has actively engaged with local communities to contribute to local development. During audit times, records for the Corporate Social Responsibility (CSR) program are documented in consultation with the surrounding community. Sighted the evidence:</p> <p>Details information on CSR Programmed to surrounding communities:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Ulu Belitong Estate</th> <th>Bkt Tongkat B Estate</th> </tr> </thead> <tbody> <tr> <td>CSR 1</td> <td>Donation Majlis Sambutan Hari Raya 28/04/2023</td> <td>Donation to SK LKTP Belitong 16/01/2023</td> </tr> <tr> <td>CSR 2</td> <td>Donation Mesyuarat Agung & Kebajikan 06/07/2023</td> <td>Donation Anugerah Cemerlang 12/02/2023</td> </tr> <tr> <td>CSR 3</td> <td>Donation to Anak Anak Yatim 14/04/2023</td> <td>Donation of Music Equipment 24/01/2023</td> </tr> </tbody> </table>	Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	CSR 1	Donation Majlis Sambutan Hari Raya 28/04/2023	Donation to SK LKTP Belitong 16/01/2023	CSR 2	Donation Mesyuarat Agung & Kebajikan 06/07/2023	Donation Anugerah Cemerlang 12/02/2023	CSR 3	Donation to Anak Anak Yatim 14/04/2023	Donation of Music Equipment 24/01/2023	Complied
Estate	Ulu Belitong Estate	Bkt Tongkat B Estate													
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CSR 3	Donation to Anak Anak Yatim 14/04/2023	Donation of Music Equipment 24/01/2023													
Criterion 4.4.4: Employees safety and health															
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. - Major compliance -	OSH Policy (FGV/GHR/HSEQ/POL/003) Rev. 5.0for FGV Holdings Berhad documented, signed and approved by Mohd Nazrul Izam Mansor (CEO) dated 05/11/2021. The policy mentioned statement of commitment to enhance and established safe and healthy operation and workplace. Training/Briefing on OSH policy conducted on 09/10/2023 and 19/04/2023 in Ulu Belitong Estate and Bukit Tongkat B Estate respectively.	Complied												

Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.4.2 The occupational safety and health plan shall cover the following:</p> <ul style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risks of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to pesticides: <ul style="list-style-type: none"> i. all employees involved shall be adequately trained on safe working practices ii. all precautions attached to products shall be properly observed and applied d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements. g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare 	<p>The occupation safety and health plan cover the following:</p> <ul style="list-style-type: none"> a) The management has established the Group Policy on Health, Safety & Environment (FGV/GHR/HSEQ/POL/003) Rev. 5.0 (HSE) Policy Statement signed by the CEO on 05/11/2021. The policy has been communicated to the staffs and workers through induction training for new workers, morning briefing and displayed at various notice boards within the estate. The policy has been briefed to all workers in Ulu Belitong Estate on 09/01/2023 & Bukit Tongkat B Estate on 19/04/2023. b) FGV Holdings Berhad have established Standard Operating Procedure for Risk Assessment and documented HIRARC (FGV/FGVPM/FIMS)1.3 Rev 1. Estates sampled have conducted risk assessments for all the operations and documented in the Hazard Identification, Risk Assessment, and Risk Control (HIRARC). The assessment covers all main operations and support operations. Among the activities verified in the HIRARC included Loading FFB, P&D Circle Application, Harvesting (Carriers), Gardening. HIRARC is reviewed on annually and as and when there are any accidents that occur in the estate. Verified the latest review of HIRARC for the Ulu Belitong Estate on 18/01/2023 (to standardize the HIRARC format with the rest of estate) and Bukit Tongkat B Estate on 27/09/2023 (inspection & handling heavy machinery and estate road). <p>Chemical Health Risk Assessment was conducted in compliance to the OSHA Act 1994 and the Use and Standard of Exposure of Chemicals Hazardous to Health (USECHH) Regulations 2000 to assess the risks associated to hazardous chemicals used in the</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>estate. The CHRA reports were available in the sampled estates as below:</p> <p><u>Ulu Belitong Estate:</u></p> <p>The Chemical Health Risk Assessment Report (Ref. Number: CHRA/0721/009/FGV-GNR conducted by Active Esh Sdn Bhd (Chin Woei Shin, DOSH Registration: HQ/14/ASS/00/345-2021/059 in November 2020.</p> <p><u>Bukit Tongkat B Estate:</u></p> <p>The Chemical Health Risk Assessment Report (Ref. Number: JKPP HQ/10/ASS/00/8 2020/078) conducted by Occumed Consultancy & Services Sdn Bhd (DOSH Registration: JKPP/10/10/ASS/00/8) in September 2020, conducted by assessor Dr Yasriza Yahya</p> <p>Medical Surveillance was conducted for workers exposed to chemicals and welding fumes in the estate as recommended in the CHRA. The medical surveillance was conducted to monitor the level of exposure on the workers towards the chemicals and fumes.</p> <p><u>Ulu Belitong Estate</u></p> <p>Medical Surveillance was conducted from 24/12/2023 at Klinik Sulaiman Temerloh, Termeloh Pahang for 1 sprayer workers & 1 spraying mandore. The medical surveillance result all workers is normal and fit for work.</p> <p><u>Bukit Tongkat B Estate</u></p> <p>Medical Surveillance was conducted 28/04-12/05/2023 by Poliklinik Intan (RZ Intan Medicare Sdn Bhd, Kluang Johor) for 13 spraying workers exposed to pesticides. None of worker have sign of poisoning exposure and found all of workers are fit for work.</p>	

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	<p>Noise Risk Assessment Report (NRA) was conducted in compliance to Occupational Safety & Health (Noise Exposure) Regulations 2019 in the estates. The NRA Reports were available in the sampled estates as below.</p> <p><u>Ulu Belitong Estate</u> Assessment conducted on 03/11/2022 by Active Esh Sdn Bhd. The assessment report (Ref. No: NRA/1122/003/FGVULUBELITONG) was available for verification. The assessment for all personal carried out show that the value was above daily noise exposure limit (DNEL)-Mini Tractor driver, Badang driver & Mist Blower operator. The recommendations have been made in accordance to the requirement OSH (Noise Exposure) Regulation 2019.</p> <p><u>Bukit Tongkat B Estate</u> Assessment conducted on 14/09/2021 by Handstech Solution Services Sdn Bhd. The assessment report (Ref. No: JH/06/04/2636) was available for verification. The assessment for all personal carried out show that the value was above daily noise exposure limit (DNEL)-Tractor Driver, Grass cutter operator, Mini Tractor driver, Badang driver & Mist Blower operator. The management shall provide a necessary PPE to worker's concern.</p> <p>c) The Estates have established a training program for employees exposed to chemicals used at the palm oil estates to ensure continuous awareness to the employees. The training was conducted by the Manager, Asst. Manager, and representative</p>	

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	<p>from the chemical suppliers to the supervisors and operators. Sighted the training records as follows:</p> <p><u>Ulu Belitong Estate:</u></p> <ul style="list-style-type: none"> • First Aid training: 18/05/2023 • ERP Training: 23/09/2023 • Fire drill: 22/09/2023 <p><u>Bukit Tongkat B Estate</u></p> <ul style="list-style-type: none"> • ERP Training: 20/08/2023 • Briefing on Workplace hazard & labeling: 09/10/2023 • Use & storage PPE Training: 24/09/2023 <p>d) The estates have provided appropriate PPE to all workers according to the job type and requirements. The PPE given as per HIRARC and Pictorial Safety Standard (PSS) Palm Oil Estates dated 17/03/2008. Sighted the PPE issuance records documented in 'PPE Issuance Record' logbook. The PPE issued recorded by workers and job designation. Verified the sample of the latest issuance records:</p> <p><u>Ulu Belitong Estate</u></p> <ul style="list-style-type: none"> • Employee: Kabel • Date of issue: 05/10/2023 • Items: lather glove & safety boot <p><u>Bukit Tongkat B Estate</u></p> <ul style="list-style-type: none"> • Employee: Yadav Akhilesh Kumar • Date of issue: 02/10/2023 • Items: Safety boot, safety helmet, anti-fog eyeware & Glove. 	

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	<p>The site visit and interview with harvesting workers and manuring workers in Blok 10, Peringkat 1, Ulu Belitong Estate and Blok PM10N/12, Bukit Tongkat B Eatate found that the workers and mandores is wearing proper PPE comply to SOP: FGVPM/L3/GPK-017 dated 01/02/2020 Section 6.4.2 Perlu Memakai Kasut Keselamatan Dan Topi Keselamatan and Matrix Alat Perlindungan PPE FGVPM. Therefore, verification found that no reoccurrence on the same issues concerning PPE that was highlighted in the Minor Non-conformance during last year’s audit.</p> <p>The site visit and interview with harvesting workers, mini-tractor drivers, FFB loaders, Mandores and manuring workers in Blok 10, Peringkat 1, Ulu Belitong Estate, and Blok PM10N/12, Bukit Tongkat B Eatate found that the workers and mandores are wearing proper PPE. An Interview with them found that they have demonstrated a good awareness of PPE requirements. Verification found that no reoccurrence of the same issues concerning PPE that was highlighted in the Major Non-conformance during last year’s audit.</p> <p>e) SOP for Pesticides and Fertilizer Handling (FGVP M/L3/GP K- 06) Rev.0, effective date 01/02/20. SOP for Pesticides Mixing (FGVP M/L3/GP K-007) Rev. 0, effective date 01/02/2020. Both established, documented. The site visit to chemical & fertilizer store found that the chemicals has stored in accordance with the Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997 and Occupational Safety Health (Use and</p>	

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	<p>Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. The well-maintained stores found adequate availability of safety signage, valid fire extinguisher, SMDS/SDS of each chemical is found valid and were placed at the determined sport. Verified the sample SDS chemical Of CAS with Metsulfuron-methyl 20.0% validity 31/05/2024 & fertilizer Mixer Fertilizer NK 27 with NK 11.6/27 validity 01/03/2024. Interview to storekeeper during the chemical store visit notice that he has demonstrated good knowledge on Standard Operating Procedure for handling of chemicals.</p> <p>f) The management appoint Estate manager Ulu Belitong Estate an Estate manager Bukit Tongkat B Estate to be a chairman of OSH for the respective estate. Verification of appointment letter of OSH chairman for Ulu Belitong Estate & Paloh Estate dated 03/07/2023 and 01/04/2023 under signed by Ketua R&D and GM Wilayah respectively. Clearly spell out the responsibilities of OSH chairman and the consequences. The estate management has appointed Safety Committee Members consists of OSH Coordinator, Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Estate Manager.</p> <p>g) The management conducted regular OSH committee meetings on quarterly basis and when necessary due to accidents that occur. The minutes of the meeting verification found that the meeting discussed issues on employees' safety, health and welfare such as operational risks and health achievement report, PPE, worker's houses cleanness, estate security, safety compliance by contractors, workplace inspection, legal compliance, safety and health training. Sighted the OSH Meeting Minutes dated as follows:</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p><u>Ulu Belitong Estate</u></p> <ul style="list-style-type: none"> • OSH Meeting 1: 16/03/2023 • OSH Meeting 2: 27/06/2022 • OSH Meeting 3: 21/09/2023 <p><u>Bukit Tongkat B Estate</u></p> <ul style="list-style-type: none"> • OSH Meeting: 23/03/2023 • OSH Meeting: 12/07/2023 • OSH Meeting: 03/10/2023. <p>h) Emergency SOP (FGV/FGVPM/II/IMS/15/013 Ver.02 dated 01/11/21 to explain process of determining emergency, emergency preparedness and response for handling scenarios such as fire, chemical spillage, earth quake, flood, terrorist threat, pandemic and etc. The estates have established Emergency Response Team lead by the Estate Managers. The ERT chart and Fire Extinguisher Map was also available and verified. Emergency Response Training was conducted as below:</p> <p><u>Ulu Belitong Estate</u></p> <ul style="list-style-type: none"> • Fire Extinguisher and Fire Fighting Training – 18/05/2023 <p><u>Bukit Tongkat B Estate</u></p> <ul style="list-style-type: none"> • Emergency Response Training and Fire Drill – 03/02/2023 <p>Safety briefing to RSPO & MSPO auditor was conducted by PIC (Field Supervisor) during opening meeting.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>i) The management Ulu Belitong Estate had sent the employee for First Aider training certificate No: FA2468/21/13954 expiring date 16/11/2023. Two employees (certificate No: SAC-222-60167 & SAC-222-60166) from Bukit Tongkat B Estate attended the First Aid & CPR Training conducted by Southern Advance Corporation dated 20-21/06/2022. Training on Awareness of First Aid CPR conducted in Ulu Belitong Estate & Bukit Tongkat B Estate on 18/05/2023 & 20/08/2023 respectively.</p> <p>The site visits to harvesting gang in Block 10 peringkat 1 found that mandore was equipped with First Aid kit contain with the necessary approved items. The training record verification confirmed that the employee had attended the Frist Aid training on 22/08/2023.</p> <p>j) The estates sampled recorded all accidents reports and reported to HQ using the PSQM-ESH Monthly update form via online through GSQM ESH Portal. The accident occurred was reviewed on quarterly basis during OSH committee meeting.</p> <p><u>Ulu Belitong Estate</u></p> <p>There were no accidents case (JKKP 6/7) occurred for the year 2023 reported in the estate. The JKKP 8 form has been submitted to DOSH for the year ending 2022 on 09/01/2023 (Ref No: JKKP8/124078/20222) and documents available for verification.</p> <p><u>Bukit Tongkat B Estate</u></p> <p>No accidents case occurred for the year 2023 reported in the estate. The JKKP 8 form has been submitted to DOSH for the year ending 2022 on 26/01/2023 (Ref No: JKKP8/139056/2022) and documents available for verification.</p>	

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Criterion / Indicator		Assessment Findings	Compliance												
Criterion 4.4.5: Employment conditions															
4.4.5.1	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p>- Major compliance -</p>	<p>The management has established a Human Rights Policy as part of the Group Sustainability Policy, dated 17/11/2020, which was subsequently signed and approved by the Board of Directors. Please refer to FGV/SED/POL/001 Revision: 4.0, dated 17/11/2020, section 5.0 (B) for further details on respecting human rights.</p> <p>The management is fully committed to and supports human rights. Communication to employees was conducted through various channels, including briefings during morning muster, displays on notice boards at workers’ hostels, and training sessions. Sighted the evidence:</p> <p>Details information training related on human right to employee:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Estate</th> <th style="width: 40%;">Ulu Belitong Estate</th> <th style="width: 40%;">Bkt Tongkat B Estate</th> </tr> </thead> <tbody> <tr> <td>Document</td> <td>Training on Policy 09/01/2023</td> <td>Training on Policy 22/03/2023</td> </tr> <tr> <td>Document</td> <td>Training on Sexual Harassment 08/02/2023</td> <td>Training on Sexual Harassment 26/09/2023</td> </tr> <tr> <td>Document</td> <td>Training on COBCE 20/02/2023</td> <td>Training on COBCE 27/02/2023</td> </tr> </tbody> </table>	Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Document	Training on Policy 09/01/2023	Training on Policy 22/03/2023	Document	Training on Sexual Harassment 08/02/2023	Training on Sexual Harassment 26/09/2023	Document	Training on COBCE 20/02/2023	Training on COBCE 27/02/2023	Complied
Estate	Ulu Belitong Estate	Bkt Tongkat B Estate													
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Document	Training on COBCE 20/02/2023	Training on COBCE 27/02/2023													
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>The management has implemented an Equal Opportunity Policy in line with the Group Sustainability Policy dated 17/11/2020, which has been endorsed and approved by the Board of Directors. Refer to FGV/SED/POL/001 Revision: 4.0, dated 17/11/2020, section 5.2.1 on Equality and Non-Discrimination.</p>	Complied												

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Criterion / Indicator		Assessment Findings	Compliance				
		The company is dedicated to ensuring that all employees are treated with equality, irrespective of their race, nationality, religion, gender, age, and other political opinions.					
4.4.5.3	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>The management is responsible for ensuring that employees' wages and conditions adhere to both legal and industry-established minimum standards, as well as the terms agreed upon in Collective Agreements. This is outlined in the contract agreement between the employer and employee, where the basic salary is explicitly stated. Sighted the evidence:</p> <p>Details information of salary & collective agreement of employee: <u>Ulu Belitong Estate</u></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">ID: PB001919XXX Harvester</td> <td style="width: 50%;">Contract Agreement on 15/11/2022 Reference: 30/01/23/06-ben Both of employer & employer signed. Basic Salary: RM15XX/Month Total Salary: RM23XX.XX – Sep 2023 Total Salary: RM21XX.XX – Aug 2023</td> </tr> <tr> <td>ID: PB001919XXX Sprayer</td> <td>Contract Agreement on 15/11/2022 Reference: 30/01/23/06-ben Both of employer & employer signed. Basic Salary: RM15XX/Month Total Salary: RM20XX.XX – Sep 2023 Total Salary: RM20XX.XX – Aug 2023</td> </tr> </table>	ID: PB001919XXX Harvester	Contract Agreement on 15/11/2022 Reference: 30/01/23/06-ben Both of employer & employer signed. Basic Salary: RM15XX/Month Total Salary: RM23XX.XX – Sep 2023 Total Salary: RM21XX.XX – Aug 2023	ID: PB001919XXX Sprayer	Contract Agreement on 15/11/2022 Reference: 30/01/23/06-ben Both of employer & employer signed. Basic Salary: RM15XX/Month Total Salary: RM20XX.XX – Sep 2023 Total Salary: RM20XX.XX – Aug 2023	Complied
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4.4.5.4	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.	The management is responsible for ensuring that wages of employee contractor are meet legal and industry-established minimum standards, as well as the terms agreed upon in Collective Agreements. This is outlined in the contract agreement between the contractor and	Complied				

Criterion / Indicator		Assessment Findings	Compliance						
	- Minor compliance -	<p>his employee, where the basic salary is explicitly stated. Sighted the evidence:</p> <p>Details information of salary & agreement employee contractor:</p> <p><u>Bukit Tongkat B Estate</u></p> <table border="1"> <tr> <td>Contractor</td> <td>Maxxxx Enterprise</td> </tr> <tr> <td>Hishamuddin Hasan</td> <td>Salary: RM15XX – Sep 2023 KWSP: RM1XX.XX Socso: RM7.XX EIS: RM2.XX</td> </tr> <tr> <td>Haruddin Kuzin</td> <td>Salary: RM15XX – Sep 2023 KWSP: RM1XX.XX Socso: RM7.XX EIS: RM2.XX</td> </tr> </table>	Contractor	Maxxxx Enterprise	Hishamuddin Hasan	Salary: RM15XX – Sep 2023 KWSP: RM1XX.XX Socso: RM7.XX EIS: RM2.XX	Haruddin Kuzin	Salary: RM15XX – Sep 2023 KWSP: RM1XX.XX Socso: RM7.XX EIS: RM2.XX	
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4.4.5.5	<p>The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p>- Major compliance -</p>	<p>The management has diligently maintained records that offer a comprehensive account of all employees on the premises. These records encompass essential details such as full names, gender, date of birth, date of entry, job descriptions, wages, and the duration of employment.</p> <p><u>Ulu Belitong Estate</u></p> <p>All workers have enrolled in the Online Plantation Management System (OPMS) which functions as a checkroll system for inputting data on productivity, overtime, working hours, and incentives.</p> <p><u>Bungkit Tongkat B Estate</u></p> <p>All workers have enrolled in E-Rangkaian Maklumat Ladang (E-RML) which functions as a checkroll system for inputting data on productivity, overtime, working hours, and incentives.</p>	Complied						

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Criterion / Indicator		Assessment Findings	Compliance					
<p>4.4.5.6</p> <p>All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>All employees have been furnished with equitable contracts, which have been mutually signed by both the employee and employer. A copy of the employment contract is accessible for each and every employee.</p> <p>Details information of collective agreement of employee:</p> <p><u>Ulu Belitong Estate</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">ID: PB001919XXX Harvester</td> <td style="width: 50%; padding: 2px;">Contract Agreement on 15/11/2022 Reference: 30/01/23/06-ben Both of employer & employer signed. Basic Salary: RM15XX/Month</td> </tr> <tr> <td style="padding: 2px;">ID: PB001919XXX Sprayer</td> <td style="padding: 2px;">Contract Agreement on 15/11/2022 Reference: 30/01/23/06-ben Both of employer & employer signed. Basic Salary: RM15XX/Month</td> </tr> <tr> <td style="padding: 2px;">ID: PD001522XXX General Worker</td> <td style="padding: 2px;">Contract Agreement on 26/10/2022 Reference: 30/01/23/06-Hin Both of employer & employee signed. Basic Salary: RM15XX/Month</td> </tr> </table>	ID: PB001919XXX Harvester	Contract Agreement on 15/11/2022 Reference: 30/01/23/06-ben Both of employer & employer signed. Basic Salary: RM15XX/Month	ID: PB001919XXX Sprayer	Contract Agreement on 15/11/2022 Reference: 30/01/23/06-ben Both of employer & employer signed. Basic Salary: RM15XX/Month	ID: PD001522XXX General Worker	Contract Agreement on 26/10/2022 Reference: 30/01/23/06-Hin Both of employer & employee signed. Basic Salary: RM15XX/Month	<p>Complied</p>
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<p>4.4.5.7</p> <p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p> <p>- Major compliance -</p>	<p>The management has diligently maintained records that offer a comprehensive account of all employees on the premises. These records encompass essential details such as full names, gender, date of birth, date of entry, job descriptions, wages, and the duration of employment.</p> <p><u>Ulu Belitong Estate</u></p> <p>All workers have enrolled in the Online Plantation Management System (OPMS) which functions as a checkroll system for inputting data on productivity, overtime, working hours, and incentives.</p>	<p>Complied</p>						

Criterion / Indicator		Assessment Findings	Compliance								
		<p><u>Bungkit Tongkat B Estate</u> All workers have enrolled in E-Rangkaian Maklumat Ladang (E-RML) which functions as a checkroll system for inputting data on productivity, overtime, working hours, and incentives.</p>									
4.4.5.8	<p>The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement.</p> <p>- Major compliance -</p>	<p>Records reviewed on the Check Roll Book of sampled workers found that the enter time and exit time was clearly stated in the timecard. The sampled workers above have recorded overtime not exceeding 104 hours per month. Sighted the evidence: Details information of collective agreement of employee: <u>Ulu Belitong Estate</u></p> <table border="1"> <tr> <td>ID: PB001919XXX Harvester</td> <td>Working: 24 Days Overtime: 20 Hours</td> </tr> <tr> <td>ID: PB001919XXX Sprayer</td> <td>Working: 24 Days Overtime: 23 Hours</td> </tr> </table> <p><u>Bungkit Tongkat B Estate</u></p> <table border="1"> <tr> <td>ID: LW01950XXX Driver</td> <td>Working: 23 Days Overtime: 24.6 Hours</td> </tr> <tr> <td>ID: LW06010XXX Clerk</td> <td>Working: 22 Days Overtime: 12.3 Hours</td> </tr> </table>	ID: PB001919XXX Harvester	Working: 24 Days Overtime: 20 Hours	ID: PB001919XXX Sprayer	Working: 24 Days Overtime: 23 Hours	ID: LW01950XXX Driver	Working: 23 Days Overtime: 24.6 Hours	ID: LW06010XXX Clerk	Working: 22 Days Overtime: 12.3 Hours	Complied
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ID: LW06010XXX Clerk	Working: 22 Days Overtime: 12.3 Hours										
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p>	<p>The management is responsible for ensuring that employees' wages and conditions adhere to both legal and industry-established minimum standards, as well as the terms agreed upon in Collective Agreements. This is outlined in the contract agreement between the employer and employee, where the basic salary is explicitly stated. Sighted the evidence:</p>	Complied								

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Criterion / Indicator		Assessment Findings		Compliance				
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4.4.5.10	<p>Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions.</p> <p>- Minor compliance -</p>	<p>The management has provided facilities such as mosque, recreational facilities such as futsal field, badminton court and volleyball court to the workers and dependents. Government clinic was available in the complex. The workers will be awarded with bonus once a year based on performance. Various incentive and allowance were also given to the workers. Sighted the evidence:</p> <p>Details information of incentive or allowance employee received: <u>Bukit Tongkat B Estate</u></p> <table border="1"> <tr> <td>ID: FW06010XXX Harvester</td> <td>Document: Pay Slip – Aug 2023 Incentive Productivity: RM7X.XX</td> </tr> <tr> <td>ID: FW06010XXX Harvester</td> <td>Document: Pay Slip – Aug 2023 Incentive Productivity: RM3X.XX</td> </tr> </table>		ID: FW06010XXX Harvester	Document: Pay Slip – Aug 2023 Incentive Productivity: RM7X.XX	ID: FW06010XXX Harvester	Document: Pay Slip – Aug 2023 Incentive Productivity: RM3X.XX	Complied
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Criterion / Indicator	Assessment Findings	Compliance									
<p>4.4.5.11 In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers’ Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.</p> <p>- Major compliance -</p>	<p>The management has provided habitable housing quarters for employees, which is also include subsidies for electricity and water consumption. Additionally, there is a scheduled program for inspecting the housing conditions and the surrounding area. Sighted the evidence:</p> <p>Details information of inspection workers housing area:</p> <p><u>Bukit Tongkat B Estate</u></p> <table border="1" data-bbox="1055 691 1868 916"> <tr> <td>Estate</td> <td>Ulu Belitong Estate</td> <td>Bkt Tongkat B Estate</td> </tr> <tr> <td>Document</td> <td>Weekly Housing Inspection</td> <td>Weekly Housing Inspection</td> </tr> <tr> <td>Month</td> <td>September 2023 – Done inspection</td> <td>September 2023 – Done inspection</td> </tr> </table> <p><u>Minor NCR</u></p> <p><u>Bukit Tongkat B Estate</u></p> <p>During site visit to the housing area on 17/10/2023, it was observed that the discharge drain was clogged with food waste and debris at the drain sump. This situation could indeed have negative impacts on pollutant levels and potentially lead to environmental issues. Hence, this observation is in contradiction with the housing inspection checklist.</p> <p><u>Ulu Belitong Estate</u></p> <p>During the site visit to the housing area on 16/10/2023, it was noted that domestic waste and recyclable materials such as plastic bottles were observed scattered in the front stacking area. This situation could</p>	Estate	Ulu Belitong Estate	Bkt Tongkat B Estate	Document	Weekly Housing Inspection	Weekly Housing Inspection	Month	September 2023 – Done inspection	September 2023 – Done inspection	<p>Minor Non-Compliance</p>
Estate	Ulu Belitong Estate	Bkt Tongkat B Estate									
Document	Weekly Housing Inspection	Weekly Housing Inspection									
Month	September 2023 – Done inspection	September 2023 – Done inspection									

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Criterion / Indicator		Assessment Findings	Compliance				
		potentially lead to environmental issues and have adverse impacts on pollutant levels, thereby contradicting the housing inspection checklist.					
4.4.5.12	<p>The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.</p> <p>- Major compliance -</p>	<p>FGV Holdings Berhad has developed Human Rights Policy under Group Sustainability Policy dated 17/11/2020 and signed and Approved by Board of Directors. Refer FGV/SED/POL/001 Revision: 4.0 dated 17/11/2020 section 5.2.5 Preventing Harassment and Abuse.</p> <p>The company is committed to protect the rights of women on the reproductive and family planning. Gender Committee was developed, and it was to provide a system to channel the complaint regarding sexual harassment and violence. There was no issue regarding sexual harassment and violence reported. The last meeting was conducted and discussion regarding human right, activities, and training. Sighted the evidence:</p> <p>Details information of Gender Committee meeting:</p> <p><u>Bukit Tongkat B Estate</u></p> <table border="1"> <tr> <td>Gender Committee Meeting No 1</td> <td>Minutes of meeting on 26/01/2023 Meeting was held at Meeting Room Meeting conduct at 9:00 – 10:00 am</td> </tr> <tr> <td>Gender Committee Meeting No 2</td> <td>Minutes of meeting on 26/09/2023 Meeting was held at Meeting Room Meeting conduct at 9:00 – 10:00 am</td> </tr> </table>	Gender Committee Meeting No 1	Minutes of meeting on 26/01/2023 Meeting was held at Meeting Room Meeting conduct at 9:00 – 10:00 am	Gender Committee Meeting No 2	Minutes of meeting on 26/09/2023 Meeting was held at Meeting Room Meeting conduct at 9:00 – 10:00 am	Complied
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4.4.5.13	<p>The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their</p>	<p>FGV Holdings Berhad has developed Human Rights Policy under Group Sustainability Policy dated 17/11/2020 and signed and Approved by Board of Directors. Refer FGV/SED/POL/001 Revision: 4.0 dated 17/11/2020 section 5.2.2 Upholding Labour Standard. The company allows the employees to join any legal association and get approval</p>	Complied				

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Criterion / Indicator		Assessment Findings	Compliance						
	<p>work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p>	<p>from the management. Verified through Interview found that workers aware on no restriction to form and join union.</p> <p>Details information of trade union meeting for the employee: <u>Bukit Tongkat B Estate</u></p> <table border="1"> <tr> <td>Gender Committee</td> <td>Minutes of meeting on 26/09/2023 Meeting was held at Meeting Room Meeting conduct at 9:00 – 10:00 am</td> </tr> <tr> <td>Kesatuan Pekerja FGV Plantations</td> <td>Minutes of meeting on 25/09/2023 Meeting was held at Meeting Room Meeting conduct at 3:00 – 5:00 pm</td> </tr> </table>	Gender Committee	Minutes of meeting on 26/09/2023 Meeting was held at Meeting Room Meeting conduct at 9:00 – 10:00 am	Kesatuan Pekerja FGV Plantations	Minutes of meeting on 25/09/2023 Meeting was held at Meeting Room Meeting conduct at 3:00 – 5:00 pm			
Gender Committee	Minutes of meeting on 26/09/2023 Meeting was held at Meeting Room Meeting conduct at 9:00 – 10:00 am								
Kesatuan Pekerja FGV Plantations	Minutes of meeting on 25/09/2023 Meeting was held at Meeting Room Meeting conduct at 3:00 – 5:00 pm								
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions.</p> <p>- Major compliance -</p>	<p>FGV Holdings Berhad has developed Human Rights Policy under Group Sustainability Policy dated 17/11/2020 and signed and Approved by Board of Directors. Refer FGV/SED/POL/001 Revision: 4.0 dated 17/11/2020 section 5.2.2 Upholding Labour Standard where the company will not recruit any individual who less than 18 years old to work in plantations. Document reviewed on the list of workers confirmed that all the employees were above 18 years old.</p> <p>Details information listing of employee: <u>Bukit Tongkat B Estate</u></p> <table border="1"> <tr> <td>Document</td> <td>List of Workers</td> </tr> <tr> <td>Year</td> <td>2023</td> </tr> <tr> <td>Observation</td> <td>All workers are above 25 years of age</td> </tr> </table>	Document	List of Workers	Year	2023	Observation	All workers are above 25 years of age	Complied
Document	List of Workers								
Year	2023								
Observation	All workers are above 25 years of age								
Criterion 4.4.6: Training and competency									
4.4.6.1	<p>All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of</p>	<p>The management established a training program for all workers based on the training need analysis conducted on a yearly basis. Records of trainings were maintained by the estates as below:</p>	Complied						

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Criterion / Indicator		Assessment Findings				Compliance
	training needs and documentation, including records of training shall be kept. - Major compliance -	Training		Program	Actual	
		Ulu Belitong Estate				
		1	HIRARC Training	Jan	09/01/23	
		2	Safety training (Sprayer)	Jan	15/01/2023	
		3	Training sexual harassment	Feb	08/02/2023	
		4	Anti-corruption training	Feb	20/02/2023	
		5	Environment Training	March	21/03/2023	
		6	Schedule Waste Training	April	17/04/2023	
		7	First Aid & ERP Training	May	18/05/2023	
		8	Manuring & IPM Training	Jul	18/07/2023	
		9	Safety Machinery operator	Sept	14/09/2023	
		Bukit Tongkat B Estate				
		1	Training Policy OSH & Environment	Jan	13/01/2023	
		2	Environment- Aspect & Impact Training	Mar	06/03/2023	
		3	Complaints & Grievances Training	Feb	16/02/2023	
		4	Buffer Zone & HCV Training	Jan	30/01/2023	
		5	Waste management Training	May	21/05/2023	
		6	SIA Training	Jul	18/07/2023	
		7	ERP Training	Feb	03/02/2023	
		8	First Aid Talk	Aug	22/08/2023	
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. - Major compliance -	Sighted a Training Needs Analysis FY 2023 covering topics under Environment, Social Aspects, OSH Aspects, Safe Work Practices and Good Agricultural Practices for all level of workers from Estate Managers, Assistant, Clerks, Certification Assistant, Mandore/Supervisor, Harvesters, Sprayers, Manurers, Drivers, New Workers, SHO, First Aider, SHC, Fire Fighting team, Contractor and Stakeholder.				Complied

Criterion / Indicator		Assessment Findings	Compliance
4.4.6.3	A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure. - Minor compliance -	Estate has established Annual Training Plan for FY 2023. As part of continual training to ensure that all employees are well trained in their job function and responsibility, in accordance with the documented training procedure covering SOP such as chemical handling, harvesting, manuring, spraying.	Complied
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented. - Major compliance -	<p>FGV Holdings Berhad has established Environmental Policy Statement signed by the Group CEO, Mohd Nasrul Izam Mansor on 05/11/2021. Refer Document Number: GV/GHR/HSEQ/POL/002 Revision:0.0 FGV/GGD/SD/008 Rev 2.0</p> <p>FGV Holdings Berhad has documented Environmental policy in the Group Sustainability Policy under section 5.3: Protecting the Environment. The Group Sustainability Policy was signed by the CEO on 17/11/2020. Refer doc. No FGV/SED/POL/001 rev. 4(BI). The policy was communicated through training, briefing and displayed on notice board at several placed in the estate.</p>	Complied
4.5.1.2	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations. - Major compliance -	<p>Environmental Aspects and Impacts Analysis [EAIA] being established under Pengenalpastian Aspek dan Penilaian Impak, No Borang: FGV/FGVPM/IV/IMS/15/1.6 Pind 1. The EAIA covering 44 activities for instance:</p> <ol style="list-style-type: none"> 1. Spraying 2. Pre-mix at Store 3. Storage of Chemical 	Complied

Criterion / Indicator		Assessment Findings				Compliance																
		4. FFB evacuation to mill 5. Manuring 6. Landfill Evidence, EAIA being reviewed on 01/03/2023 at FGVP M Ulu Belitong Estate and on 28/07/2023 at FGVAS Bukit Tongkat B Estate.																				
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored. - Major compliance -	Sighted the Identification of Environmental Aspects and Evaluation of Significance Form for the year 2023 developed to mitigate the negative impacts and to promote the positive one and effectively implemented and monitored. Sample taken as follows: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Activity</th> <th>Aspect</th> <th>Impact</th> <th>Management Control</th> </tr> </thead> <tbody> <tr> <td>Triple rinsing</td> <td>Empty chemical container & Chemical spillage</td> <td>Soil Pollution</td> <td>Store Keeper</td> </tr> <tr> <td>Agriculture tractor</td> <td>Oil spillage</td> <td>Soil & water pollution</td> <td>Tractor Driver</td> </tr> <tr> <td>Diesel-receive, storage & Issue</td> <td>Diesel spillage</td> <td>Soil & water pollution</td> <td>Storekeeper & Tractor driver</td> </tr> </tbody> </table>				Activity	Aspect	Impact	Management Control	Triple rinsing	Empty chemical container & Chemical spillage	Soil Pollution	Store Keeper	Agriculture tractor	Oil spillage	Soil & water pollution	Tractor Driver	Diesel-receive, storage & Issue	Diesel spillage	Soil & water pollution	Storekeeper & Tractor driver	Complied
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4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Sighted the programed to promote the positive impacts being documented in the Continual Improvement Plan. As for FGVAS Ulu Belitong the Continuous Improvement Plan as below: <ol style="list-style-type: none"> 1. Planting of beneficiary plant 2. Effective use of paper 3. Management of empty chemical container 				Complied																

Criterion / Indicator		Assessment Findings	Compliance																																								
4.5.1.5	<p>An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives.</p> <p>- Major compliance -</p>	<p>All Estates have established training program for environmental management and improvement plan. Sighted the Environmental Training Programmed for the year 2023 as below:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Description</th> <th>Program</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td colspan="4">Ulu Belitong Estate</td> </tr> <tr> <td>1</td> <td>Schedule Waste Training</td> <td>April</td> <td>17/04/2023</td> </tr> <tr> <td>2</td> <td>Biodiversity & HCV Training</td> <td>March</td> <td>21/03/2023</td> </tr> <tr> <td>3</td> <td>Open Burning</td> <td>April</td> <td>17/04/2023</td> </tr> <tr> <td>4</td> <td>Triple rinsing</td> <td>Jan</td> <td>15/01/2023</td> </tr> <tr> <td colspan="4">Bukit Tongkat B Estate</td> </tr> <tr> <td>1</td> <td>Policy OSH & Environment Training</td> <td>Jan</td> <td>13/01/2023</td> </tr> <tr> <td>2</td> <td>HCV identification Training</td> <td>Jan</td> <td>30/01/2023</td> </tr> <tr> <td>3</td> <td>Briefing on Domestic waste & Documentation</td> <td>May</td> <td>21/05/2023</td> </tr> </tbody> </table>	No	Description	Program	Actual	Ulu Belitong Estate				1	Schedule Waste Training	April	17/04/2023	2	Biodiversity & HCV Training	March	21/03/2023	3	Open Burning	April	17/04/2023	4	Triple rinsing	Jan	15/01/2023	Bukit Tongkat B Estate				1	Policy OSH & Environment Training	Jan	13/01/2023	2	HCV identification Training	Jan	30/01/2023	3	Briefing on Domestic waste & Documentation	May	21/05/2023	Complied
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4.5.1.6	<p>Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.</p> <p>- Major compliance -</p>	<p>Regular two-way communication being conducted through environmental committee meeting, training and daily muster call. The minutes of latest environment committee meeting is available for auditor's verification which the meeting was conducted on 21/09/2023 and 19/06/2023 in Ulu Belitong Estate and Bukit Tongkat B Estate respectively.</p>	Complied																																								
Criterion 4.5.2: Efficiency of energy use and use of renewable energy																																											
4.5.2.1	<p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over</p>	<p>The monthly record on monitoring the usage of Diesel consumption of the Estates were kept and documented. It is monitored to optimize use of renewable energy and the consumption is monitor on a monthly basis. Sample taken on diesel consumption as follows:</p>	Complied																																								

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Criterion / Indicator		Assessment Findings					Compliance
the base period. - Major compliance -	Month	Diesel Baseline (lt)	Diesel Act Usage (lt)	Electricity Baseline (kWh)	Electricity Act Usage (kWh)		
	Ulu Belitong Estate						
	Jan	150	116.74	800	805		
	Feb	150	102.30	800	795		
	Mac	150	159.37	800	819		
	Apr	150	94.22	800	780		
	May	150	148.74	800	797		
	Jun	150	149.14	800	815		
	Jul	150	144.07	800	812		
	Aug	150	223.95	800	806		
	Sep	150	255.58	800	772		
	Bukit Tongkat Estate						
	Jan	2,200	2,267	6,300	6,523		
	Feb	2,200	2,075	6,300	6,525		
	Mac	2,200	1,875	6,300	6,365		
	Apr	2,200	1,753	6,300	6,464		
	May	2,200	1,749	6,300	6,425		
	Jun	2,200	1,656	6,300	6,500		
	Jul	2,200	2,759	6,300	6,370		
	Aug	2,200	2,548	6,300	6,425		
	Sep	2,200	2,030	6,300	6,325		
	The estate has established and maintained the records of non-renewable energy in spreadsheet include the actual usage, estimate, baseline value and the graph to show the trend of non-renewable energy consumption.						

Criterion / Indicator		Assessment Findings	Compliance
4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - Major compliance -	Noticed that the management had incorporated the estimate usage of diesel (including usage by the estate contractor) and electricity in the estate budget to determine energy efficiency of their operations inclusive of fuel use by contractors, including all transport and machinery operations was available in the respective estate yearly budgets.	Complied
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	At the moment, there is no renewable energy been practiced at all estates.	Complied
Criterion 4.5.3: Waste management and disposal			
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	The estates visited has identified all waste products and source of pollutions and documented in Identification of Source and Type of Waste. The waste identified as follows: i. Scheduled Waste 1. Estate Operation – Used PPE, Empty pesticides/ chemical container, paint container, used lubricant, used hydraulic oil, oil filter 2. Office and housing – Lamp, Electronic device 3. Vehicle and mill – Battery ii. Non-schedule waste 1. Estate operation – Used tyre, scrap iron, empty fertilizer bags. 2. Office and housing – Paper, Plastic, domestic waste 3. Mill/Estate by-product a. Frond, chipped palm trunks (replanting), EFB, Shell and Fiber	Complied

Criterion / Indicator		Assessment Findings					Compliance																										
<p>4.5.3.2</p> <p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <p>a) Identifying and monitoring sources of waste and pollution</p> <p>b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products</p> <p>- Major compliance -</p>	<p>All waste and pollution are identified and documented in the Identification of Source and Type of Waste Format. Details of the management plan as described below. This is a continuation of the 4.5.3.1 above. Sample taken at FGVPM Ulu Belitong and FGVAS Bukit Tongkat B as follows:</p> <table border="1"> <thead> <tr> <th rowspan="2">No</th> <th rowspan="2">Type of Waste</th> <th rowspan="2">Aspect & Impact to environment</th> <th colspan="2">Action Plan</th> </tr> <tr> <th>Reuse/recycle</th> <th>Dispose</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Fertilizer bag</td> <td>Soil/water pollution</td> <td>Reuse wherever applicable</td> <td>Collect and dispose to license contractor</td> </tr> <tr> <td>2</td> <td>Paper</td> <td>Reduce in natural resource</td> <td>Reuse wherever applicable</td> <td>Collect and dispose to license contractor</td> </tr> <tr> <td>3</td> <td>Empty Chemical Container</td> <td>Water & Land</td> <td>Reuse wherever applicable</td> <td>Collect and dispose to license contractor</td> </tr> <tr> <td>4</td> <td>Tyre</td> <td>Air, Land & Water</td> <td>Reuse wherever applicable</td> <td>Collect and dispose to license contractor</td> </tr> </tbody> </table>					No	Type of Waste	Aspect & Impact to environment	Action Plan		Reuse/recycle	Dispose	1	Fertilizer bag	Soil/water pollution	Reuse wherever applicable	Collect and dispose to license contractor	2	Paper	Reduce in natural resource	Reuse wherever applicable	Collect and dispose to license contractor	3	Empty Chemical Container	Water & Land	Reuse wherever applicable	Collect and dispose to license contractor	4	Tyre	Air, Land & Water	Reuse wherever applicable	Collect and dispose to license contractor	<p>Complied</p>
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<p>The site visit to the schedule waste store found that the schedule waste items was stored properly complete with labelling and put it on the pallet. Verified the schedule waste record show the proper records of in and out of the items.</p>																																	

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Criterion / Indicator		Assessment Findings	Compliance								
		<p>Scheduled waste generated from estate operation except from servicing vehicle from Ulu Belitong Estate and Bukit Tongkat B Estate were disposed at centralized at FAS Headquarters in Tun Razak Agriculture Research Centre and at Schedule Waste Collection Center Felda Moakil 06 respectively.</p> <p>For vehicle maintenance, Ulu Belitong estate and Bukit Tongkat B Estate has appointed an authorized contractor (Jabatan Alam Sekitar license No: 004654) Aexxxxxx Engxxxxxxxx Entxxxxxx and Bukit Tongkat B appoint contractor MXX Entxxxxxxxx to conduct the machinery (Tractor & Lorry) services. The waste generated from the activity were collected and disposed by the contractors. Seen, the approval granted by DOE under 2nd Schedule for SW 305 under file reference No: AS[B]J95/130/100/536.</p>									
4.5.3.3	<p>The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p>- Major compliance -</p>	<p>Sighted, Standard Operating Procedure for handling of used chemicals being established by Plantation Sustainability & Quality Management Department, Felda Global Ventures Plantations (M) Sdn Bhd under Document Number ML-1A/L2-Pr9[0] Revision 0 dated 01/06/2016 for "Pengendalian dan Kawalan Racun".</p>	Complied								
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p>- Major compliance -</p>	<p>Scheduled waste generated from estate operation except from servicing vehicle were disposed at centralized at FAS Headquarters in Tun Razak Agriculture Research Centre.</p> <p>Empty Chemical Containers were sold to recycle vendors and the record being documented in Borang Pemulangan, Kitar Semula dan Bilasan 3 kali Bekas Racun Perosak. Latest disposal was on 20/10/2023 for the following items:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Code</th> <th style="width: 55%;">Discription</th> <th style="width: 15%;">Date Generated</th> <th style="width: 15%;">Qtt</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Code	Discription	Date Generated	Qtt					Complied
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		<table border="1"> <tr> <td colspan="3">Ulu Belitong Estate</td> </tr> <tr> <td rowspan="3">Empty chemical container (pesticide)</td> <td>Feb</td> <td>2</td> </tr> <tr> <td>Apr</td> <td>1</td> </tr> <tr> <td>June</td> <td>1</td> </tr> <tr> <td colspan="3">Bukit Tongkat Estate</td> </tr> <tr> <td>Empty chemical container (Fertilizer)</td> <td>Oct</td> <td>7,600</td> </tr> </table> <p>The schedule waste (empty chemical container) from Ulu Belitong estate and Bukit Tongkat B Estate had been sent to centralized collection unit at FAS Headquarters in Tun Razak Agriculture Research Centre and Schedule Waste collection Center FGV Maokil 06 respectively for disposal.</p>			Ulu Belitong Estate			Empty chemical container (pesticide)	Feb	2	Apr	1	June	1	Bukit Tongkat Estate			Empty chemical container (Fertilizer)	Oct	7,600	
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4.5.3.5	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p>- Minor compliance -</p>	<p>The domestic waste at Bukit Tongkat B Estate collected twice a week disposed to outside estate at the "Tapak Pelupusan Sisa Baki Dan Sisa Yang Boleh Dikitar Semula, Sisa Taman, Sisa Pukal Kluang" under management Majlis Perbandaran Kluang (JHKG01BW) via authorized waste disposal contractor Naza Niaga Enterprise.</p> <p>Ulu Belitong Estate, domestic waste was disposed into designated landfill located at field Block 22, Peringkat 1, 1.2 kilometer away from labour line. The site visit is to verify that no accruing of the same issue was raised in NC Minor during previous visit. The GPS verification confirmed that the landfill was more than 500 meter away from water course & water source.</p> <p>The site visit to the landfill at Ulu Belitong Estate and observation of domestic waste disposal via contractor in Bukit Tongkat B Estate is confirmed that there is no reoccurrence on the issues concerning domestic waste management that was highlighted in the Minor Non-conformance during last year audit.</p>			Complied																

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.5.4: Reduction of pollution and emission			
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	The polluting activities has been assessed during environmental aspect and impact assessment. The EAIA assessment findings including list of polluting sources are recorded in document titled "Environmental Aspect & Impact Assessment (EAIA) & Environmental Management Plan (EMP) & Waste Management plan (WMP). Identification of significant pollutants and greenhouse gas (GHG) emissions also be monitored through Approved GHG calculator, Palm GHG on Land conversion, Emissions from Fertilizer, Emissions from peat, Fuel Consumption, and crop sequestration.	Complied
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	Details of action plan for identified pollutants as shown below and is a continuation from the 4.5.4.1 above.	Complied
Criterion 4.5.5: Natural water resources			
4.5.5.1	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include: a. Assessment of water usage and sources of supply. b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities. c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application,	The management has established the Water Management Plan. The plan focusing on water shortage, fire incidence and flood. In the plan stated the root cause, mitigation plan and Person in Charge for each plan. a. The estate obtained the domestic consumption water supply from Syarikat Air Johor. The estate monitors the water consumption by implement the water meter for every unit house. b. The site visit confirmed that there is a river passing through the estate, namely Sungai Semberong at Ulu Belitong Estate and Sungai Pengeli at Bukit Tongkat B Estate. The water quality of the incoming & outgoing water is monitored by conducting the water	Complied

Criterion / Indicator		Assessment Findings	Compliance																																																																													
<p>maintenance of equipment to reduce leakage, collection of rainwater, etc.).</p> <p>d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate.</p> <p>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p>- Major compliance -</p>	<p>sampling analysis at upstream and downstream of river. The site visit to the water analysis collection point found that it has marked with the permanence wood marker complete with labeling. The water analysis result from FGV Agri Services Sdn. Bhd. Laboratory are available for auditor verification. The result as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Indicator</th> <th rowspan="2">Thrash hold</th> <th colspan="2">Ulu Estate</th> <th colspan="2">Belitong Estate</th> <th colspan="2">Bkt Estate</th> <th colspan="2">Tongkat Estate</th> </tr> <tr> <th>Inlet</th> <th>Outlet</th> <th>Inlet</th> <th>Outlet</th> <th>Inlet</th> <th>Outlet</th> <th>Inlet</th> <th>Outlet</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>5.0-9.0</td> <td>6.7</td> <td>6.6</td> <td>6.8</td> <td>6.4</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>BOD</td> <td>20</td> <td>3</td> <td>2</td> <td>3</td> <td>3</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>COD</td> <td>-</td> <td>25</td> <td>26</td> <td>34</td> <td>36</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TS</td> <td>200</td> <td>70</td> <td>73</td> <td>19</td> <td>36</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>AN</td> <td>250</td> <td>0.1</td> <td>0.1</td> <td>0.1</td> <td>0.1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>DO</td> <td>-</td> <td>9.3</td> <td>8.5</td> <td>8.3</td> <td>8.1</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>c. Estate have monitored their water management plan in order to optimize their water usage and reduce wastage.</p> <p>d. Protection of water course is guided by its established procedure [Ref.: Pengenalpastian Kawasan Cerun dan Rizab Sungai [ML-1A/L2- Pr8(0), Revision 0, 01/06/2016]]. Sighted the buffer zone area for both estates visited were demarcated with blue/white color on the palm trunk and/or using wooden pole. Signboard on prohibition of chemical application were erected at the buffer zone area and no trace of agrochemical usage was observed.</p> <p>e. The site visit to the buffer zone area found that no indication of natural vegetation removal in riparian areas.</p> <p>f. The site visit observation and interview with employee found that no utilization of tube well/bore well in the estate.</p>	Indicator	Thrash hold	Ulu Estate		Belitong Estate		Bkt Estate		Tongkat Estate		Inlet	Outlet	Inlet	Outlet	Inlet	Outlet	Inlet	Outlet	pH	5.0-9.0	6.7	6.6	6.8	6.4					BOD	20	3	2	3	3					COD	-	25	26	34	36					TS	200	70	73	19	36					AN	250	0.1	0.1	0.1	0.1					DO	-	9.3	8.5	8.3	8.1					
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Criterion / Indicator		Assessment Findings	Compliance
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate. - Minor compliance -	Walk about in the field during the site visit confirmed that no construction of bunds, weirs and dams across at Sungai Semberong in Ulu Belitong Estate Sungai Penggeli in Bukit Tongkat B Estate.	Complied
4.5.5.3	Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles). - Minor compliance -	The estate has practice water harvesting incorporated in the estate infra development and in their Good Agriculture Practices (GAP). Observed that the field road has developed with cambering and road side drain in both side to channel in the rain water into palm planting row. In slop area palm were planted on the planting terrace with sufficient terrace back drop to retain water. The cut frond was stacked on at palm row in every 2 palm rows in flat area and spreadly stacked at the edge of planting terrace to conserve the rainwater run-off.	Complied
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value			
4.5.6.1	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover: a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. b) Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities. - Major compliance -	The biodiversity report for Ulu Belitong Estate is available for auditor verification. The biodiversity report dated 25/01/2018 has identify that the estate was surrounded by other plantation i.e. ladang Tabung Haji & ladang Peneroka Felda was stated that there is no HCV (HGV area, vegetation & threatened or endangered species) found in the estate. The biodiversiti Ladang Bukit Tongkat B Estate was last updated on 24/01/2018 by Muhd Zulfadzli B Sufian Suri. Based on the report, the estate is located next to Kluang Forest Reserve and 16.45 hectare being identified as non-plantable steep areas at PM00H. Based on the HCV Assessment report, there are no Rare, Threatened and Endangered species identified in the plantation. Appropriate measure such as setting up electric fencing at the estate’s boundary to prevent encroachment of elephant was applied at Bukit Tongkat B Estate.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.5.6.2	<p>If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <ul style="list-style-type: none"> a. Ensuring that any legal requirements relating to the protection of the species are met. b. Discouraging any illegal or inappropriate hunting, fishing, or collecting activities; and developing responsible measures to resolve human-wildlife conflicts. <p>- Major compliance -</p>	<p>The site visit observed that the prohibiting hunting and fishing to discourage illegal activities at estate entrance and estate boundary. Evidence awareness training on biodiversity to workers & external stakeholders is conducted from time to time to discourage such activities and to prohibit trespassing to conserved areas.</p>	Complied
4.5.6.3	<p>A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p>- Major compliance -</p>	<p>The management plan was established with implementation of monitoring/observation of buffer zone and wildlife. The monitoring records is maintained:</p> <ul style="list-style-type: none"> 1. Monitoring of Wildlife record 2. Monitoring of Buffer Zone record <p>The latest appearance of endangered species recorded in the wildlife record Ulu Belitong Estate was wild boar dated 10/10/2023 at 10;00 am.</p>	Complied
Criterion 4.5.7: Zero burning practices			
4.5.7.1	<p>Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice.</p> <p>- Major compliance -</p>	<p>The Zero Open Burning policy sighted under Group Sustainability Policy [FGV/SED/POL/001, rev. 3, 29/5/2019 under 5.3.6 No open burning or use of fire in all FGV Group. Management complying with the Malaysian environmental law –EQA and Regulations 1974.</p>	Complied
4.5.7.2	<p>A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where</p>	<p>The site visit and interview whit worker & estate staffs confirmed that there is no replanting undergo in Ulu Belitong Estate. In Bukit Tongkat B Estate the replanting program is in progress in Block PM00g & Block</p>	N/A

Criterion / Indicator		Assessment Findings	Compliance
	there is a significant risk of disease spread or continuation into the next crop. - Major compliance -	PM00H involve of 115.81 hectare. No indication of open burning practice involved in replanting. No special approval from the relevant authorities has been made to date. As mentioned by the company's representative should controlled burning be required, an official letter of approval shall be obtained.	
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - Major compliance -	No special approval been obtained so far for burning. Hence this requirement is not applicable.	N/A
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	Since no special approval been obtained so far for burning, hence this requirement is not applicable.	Complied
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	<p>FGV Holdings Berhad has established mechanism to monitor the implementation of their procedure by Mill/Plantation Advisor Visit, Agronomist Visit, Mill Quality Control Unit and Audit on compliance to SOP (P&D). The visit conducted on annually basis.</p> <p>FGV Plantation Sdn Bhd has established various SOPs such as found in the Master list as below:</p> <p>Integrated Management System</p> <ul style="list-style-type: none"> • FGV/FGVPM/I/IMS/15/001 – 15/0024 <p>Environmental Procedure</p>	OFI

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • FGVPM/L2/PAS-01 till FGVPM/L2/PAS-09 <p>Safety Guidelines</p> <ul style="list-style-type: none"> • FGVPM/L3/GPK-001 till FGVPM/L3/GPK-036 • Sustainability Procedure • FGV/ML-1A/L2-Pr10, Pr12, Pr14, Pr17, Pr22 <p><u>OFI</u></p> <p>Interview with harvesters, Harvesting Mandore & field supervisor during the site visit to Block 10 Peringkat 1, Ulu Belitong Estate and Blok 12 Peringkat PM10N, Bukit Tongkat B Estate found that they have demonstrated a good understanding of the ripeness standard as in the company’s SOP, Ref: The manual Ladang sawit Ref No:MLSL (Ed.3) – Sec. 4 (7.0) dated 01/09/2017 stated the Ripeness; clause stated that “Estate could adopt minimum 1 loose fruits (LF) naturally detached on the ground and the purpose of FFB quality control. The ripeness standard was set ripe Bunches >95%; Underripe Bunch <5%; Unripe Bunch 0%; Rotten Bunch 0%; Overnight Bunch <15%. Verification of training records Ulu Belitong Estate & Bukit Tongkat B Estate shows that the estate had conducted training on harvesting on 1/01/2023 & 14/02/2023 respectively.</p> <p>Inspection of the harvested bunch Blok 10 Peringkat Ulu Belitong Estate and Blok 12 Peringkat PM10N Bukit Tongkat B Estate found two unripe bunches & 5 under-ripe bunches out of 20 harvested bunches, and one unripe bunch & 2 under-ripe bunch out of 10 harvested</p>	

Criterion / Indicator		Assessment Findings	Compliance
		bunches respectively. The estate may improve on harvesting supervision to ensure that ripeness standards are meet.	
4.6.1.2	Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals. - Major compliance -	The SOP stated for slope more than 25 degree must be exclude from any new plantation development and replanting program and the area with slope 6° to 25° planting terrace has to be constructed. All the existing crop and vegetation shall be maintained accordingly. The site visit found that all estates had complied with this policy to not plant on slopes above 25° and Buffer Zone. Ulu Belitong Estate has flat and undulating topography whereas Bukit Tongkat B estate with topography of 40% flat and 60% slope area. The field visit to the sample block confirmed that no palm planting on the area slopes above 25°. In the slope area palm oil trees were planted on planting terrace with sufficient terrace back drop to retained rainwater and minimize soil erosions.	Complied
4.6.1.3	A visual identification or reference system shall be established for each field. - Major compliance -	Estates audited had a visual identification/reference system for each established field/block as per company's SOP. Field numbers, year of planting and hectare were marked on palms and in some areas on signboards as sighted in the fields. The sample field boundary identification: <u>Ulu Belitong Estate</u> <ul style="list-style-type: none"> • Field No: 2011B • Hectare: 34.42 Ha <u>Bukit Tongkat B Estate</u> <ul style="list-style-type: none"> • Field No: Block 13 • Hectare: 48.84 Ha 	Complied

Criterion / Indicator		Assessment Findings	Compliance																					
Criterion 4.6.2: Economic and financial viability plan																								
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	Business planning to ensure long-term economic and financial viability was evident. The annual budgets for the period 2023 to 2027 were sighted. The budget provisions covered activities for upkeep, cultivation, harvesting & evacuation, welfare, capital expenditure, RSPO/MSPO compliance etc. The budgets included projections on yield/ha, and total cost of production per MT & per ha. CAPEX – capital expenditure mainly for buildings, furniture and others asset related expenses	Complied																					
4.6.2.2	Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years. - Major compliance -	All estates established a replanting program spanned over a 5-year period till 2027. All programs were available for verification: <u>Ulu Belitong Estate</u> The older plam in Ulu Belitong planted in year 2007. No replanting program for next 5 years. <u>Bukit Tongkat B Estate</u> <table border="1"> <thead> <tr> <th>Fld No</th> <th>Felling Date</th> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> <th>2027</th> </tr> </thead> <tbody> <tr> <td>PM00G</td> <td>6/2023</td> <td>46.44</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>PM00H</td> <td>6/2023</td> <td>69.37</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table> Noticed during the site visit to Bukit Tongkat B Estate that replanting program is in progress.	Fld No	Felling Date	2023	2024	2025	2026	2027	PM00G	6/2023	46.44	-	-	-	-	PM00H	6/2023	69.37	-	-	-	-	Complied
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PM00G	6/2023	46.44	-	-	-	-																		
PM00H	6/2023	69.37	-	-	-	-																		
4.6.2.3	The business or management plan may contain: a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production: cost per tonne of FFB	The Estate Budget/Projection 2023 contained the fiscal outlay essential to finance the estate operational expenditure such as maintenance upkeep and it also contained crop projections to monitor its cost benefit and sustainability.	Complied																					

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Criterion / Indicator		Assessment Findings	Compliance
<p>d) Price forecast e) Financial indicators: cost benefit, discounted cash flow, return on investment - Major compliance -</p>	<p>a) The record of planting material provides the detail information of planting material block by block include the year of planting. b) The yield budget was prepared block by block based on the field profile: The FFB production budget for the year 2023 is X,XX4.00 mt for Ulu Belitong Estate and XX,X24.00 mt for Bukit Tongkat B Estate. c) The Budgeted cost statement capture the information of estate expenditure include the Mature Upkeep, Mature Manuring, Mature Harvesting & Collection and Transport. The total Mature cost for the year 2023 budgeted Ulu Belitong Estate and Bukit Tongkat B Estate is RMX,XX7.87/Ha and RMX,XXX.72/Ha Respectively. The Estate Fix Cost consist of Administration, Road & Bridges and Labour overhead. The total Fix Cost budgeted 2023 for Ulu Belitong B Estate and Bukit Tongkat B Estate is RMX,XX7.76/ha and RMX,XXX.78/Ha respectively. d) Ulu Belitong Estate & Bukit Tongkat B estate send their crop to own mill Kilang Sawit Ulu Belitong. Thus, the FFB price charge to both estate is FFB transfer price by the head Office. The estate’s P & L statement that stated the FFB transfer price is available for audit verification. The FFB transfer price for the September 2023 is RMXX5.00 per metric ton. e) As a business profit center, estate produce their Monthly Profit & Loss Account which will be reviewed in the Monthly management review meeting. The actual against budget will be the indicator of achievement.</p>	<p>Complied</p>	
4.6.2.4	<p>The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.</p>	<p>The management conduct the Monthly Account Review meeting involve all estate personnel to review monthly the effectiveness implementation and monthly achievement of the goals and objective.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	Any variation of actual against budget in FFB production will be discussed to identify the root cause and the solution. The overspending expenditure will be analyzed, and the variation order may request if necessary for head office approval.	
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	Ulu Belitong Estate and Bukit Tongkat B Estate send their crop to the own mill Kilang Sawit Ulu Belitong. The FFB price is based on the MPOB Average Price. The price rate will determine by the OER where the FFB quality is included. Also Reviewed during audit the contract agreement between the estate and the FFB transportation contractor observed that the pricing mechanisms was clearly stipulated in the contractor agreement between Ulu Belitong Estate with FFB Transportation Contractor: Ref Contract No: 8201050001-2022/820231503-12-198 dated 30/12/2022, between Bukit Tongkat B Estate with transportation contractor, Ref Contract No: 5300009847 dated 31/12/2022 where the quantity, price per unit and total value of contract is stated in the contract agreement.	Complied
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	Noticed that the contract agreement was prepared fairly with the legal standing, transparent with agreed payment. Evidence of the monthly payment invoice evidence on the timely payment to contractor by Ulu Belitong Estate, Ref Invoice No: xx-xx/001 dated 01/10/2023 and Bukit Tongkat B Estate, Ref Invoice No: (XX)XXX/XXX2023 show that the timely manner payment being made by the estate the contractors.	Complied
Criterion 4.6.4: Contractor			

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Criterion / Indicator		Assessment Findings	Compliance		
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	<p>The management has provided the contract agreement to the contractor regarding the code of conduct in FGV. All contractors are aware of and acknowledge the requirements, rules, and guidelines in FGV, which primarily focus on safety, environment, sustainability, anti-bribery, financial integrity, business ethics, and anti-money laundering. The contractor has received thorough explanation and training before entering the facilities. Sighted the evidence:</p> <p>Details information contractor has explained on rule & requirement: <u>Bukit Tongkat B Estate</u></p> <table border="1"> <tr> <td>Masaki Enterprise Contractor</td> <td>Signed agreement Code of Conduct FGV Date signed on 28/12/2022 Scope work as FFB Transporter</td> </tr> </table>	Masaki Enterprise Contractor	Signed agreement Code of Conduct FGV Date signed on 28/12/2022 Scope work as FFB Transporter	Complied
Masaki Enterprise Contractor	Signed agreement Code of Conduct FGV Date signed on 28/12/2022 Scope work as FFB Transporter				
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	<p>The management has provided an agreement between estate and contractor. This is understanding and clear information on the scope of work, term and condition.</p> <p>Details information contractor has explained on rule & requirement: <u>Bukit Tongkat B Estate</u></p> <table border="1"> <tr> <td>Masaki Enterprise Contractor</td> <td>Document: Surat Perintah Kerja Signed agreement Estate & Contractor Date signed on 31/12/2022 Scope work as FFB Transporter</td> </tr> </table>	Masaki Enterprise Contractor	Document: Surat Perintah Kerja Signed agreement Estate & Contractor Date signed on 31/12/2022 Scope work as FFB Transporter	Complied
Masaki Enterprise Contractor	Document: Surat Perintah Kerja Signed agreement Estate & Contractor Date signed on 31/12/2022 Scope work as FFB Transporter				
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	FGV has agreed for BSI auditors to verify the assessment through a physical inspection if required.	Complied		

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Criterion / Indicator		Assessment Findings	Compliance
4.6.4.4	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted. - Major compliance -	The management has observed the performance of contractor before proceeding the payment. It was implemented the checking on the work and assessment of contractor.	Complied
4.7 Principle 7: Development of new planting			
Criterion 4.7.1: High biodiversity value			
4.7.1.1	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.1.2	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia's National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. - Major compliance -	There is no development of new planting at both visited estates.	N/A
Criterion 4.7.2: Peat Land			
4.7.2.1	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice.	There is no development of new planting at both visited estates.	N/A

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Criterion / Indicator		Assessment Findings	Compliance
- Major compliance -			
Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)			
4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.3.2	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.3.3	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance -	There is no development of new planting at both visited estates.	N/A
Criterion 4.7.4: Soil and topographic information			
4.7.4.1	Information on soil types shall be adequate to establish the long-	There is no development of new planting at both visited estates.	N/A

Criterion / Indicator		Assessment Findings	Compliance
	term suitability of the land for oil palm cultivation. - Major compliance -		
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance -	There is no development of new planting at both visited estates.	N/A
Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils			
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	There is no development of new planting at both visited estates.	N/A
Criterion 4.7.6: Customary land			
4.7.6.1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables	There is no development of new planting at both visited estates.	N/A

Criterion / Indicator		Assessment Findings	Compliance
	indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. - Major compliance -		
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance -	There is no development of new planting at both visited estates.	N/A
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.6.4	The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. - Major compliance -	There is no development of new planting at both visited estates.	N/A

Criterion / Indicator		Assessment Findings	Compliance
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.6.8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. - Minor compliance -	There is no development of new planting at both visited estates.	N/A

MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for Palm Oil Mills

Criterion / Indicator		Assessment Findings	Compliance						
4.1 Principle 1: Management commitment & responsibility									
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy									
4.1.1.1	Policy for the implementation of MSPO shall be established. - Major compliance -	Sighted Sustainability Policy (FGV/SED/POL/003) Rev.03 under FGV Holdings Berhad signed and approved by Mohd Nazrul Izam Mansor (Group CEO) dated 26/01/22.	Complied						
4.1.1.2	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - Major compliance -	The Sustainability Policy mentioned above contained information and commitment to comply with policy, procedure, legal and other requirements. Also included commitment to sustainability or continual improvement.	Complied						
Criterion 4.1.2 – Internal Audit									
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	The internal audit plan has been established and distributed to all operating units via email. The purpose of this internal audit is to assess both strengths and weaknesses. It is scheduled to be conducted at least once a year by the Sustainability Team. Sighted the evidence: Details information on the Internal Audit has conducted: <table border="1" data-bbox="1086 1169 1870 1273"> <tr> <td>Document</td> <td>Internal Audit Plan</td> </tr> <tr> <td>Date Audit Plan (email)</td> <td>07/08/2023</td> </tr> <tr> <td>Date of Internal Audit</td> <td>14 - 15/08/2023</td> </tr> </table>	Document	Internal Audit Plan	Date Audit Plan (email)	07/08/2023	Date of Internal Audit	14 - 15/08/2023	Complied
Document	Internal Audit Plan								
Date Audit Plan (email)	07/08/2023								
Date of Internal Audit	14 - 15/08/2023								
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary	The management has established an Internal Audit Procedure to ensure the effective execution of system audits, conducted at least once a year. The primary goal of these audits is to assess both	Complied						

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Criterion / Indicator		Assessment Findings	Compliance										
	corrective action. - Major compliance -	<p>strengths and weaknesses. The recorded audit results include detailed information on nonconformities, their root causes, corrections, and the corresponding corrective action plans. Sighted the evidence.</p> <p>During the review of the document titled Internal Audit Procedure with reference number FGV/GSD-SCCD/SOP/04, dated 03/09/2020, it was observed that the document is at version 0.0</p> <p>Details information on the Internal Audit has conducted:</p> <table border="1"> <tr> <td>Document</td> <td>Internal Audit Plan</td> </tr> <tr> <td>Date Audit Plan (email)</td> <td>07/08/2023</td> </tr> <tr> <td>Date of Internal Audit</td> <td>14 - 15/08/2023</td> </tr> <tr> <td>Result Internal Audit</td> <td>13 Findings</td> </tr> <tr> <td>Status Finding</td> <td>Closed with action taken</td> </tr> </table>	Document	Internal Audit Plan	Date Audit Plan (email)	07/08/2023	Date of Internal Audit	14 - 15/08/2023	Result Internal Audit	13 Findings	Status Finding	Closed with action taken	
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4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	<p>The internal audit report has been generated by the audit team leader, and the outcomes of the internal audit were subsequently reviewed by the management. Sighted the evidence:</p> <p>Details information on the Internal Audit has conducted:</p> <table border="1"> <tr> <td>Document</td> <td>Internal Audit Plan</td> </tr> <tr> <td>Date Audit Plan (email)</td> <td>07/08/2023</td> </tr> <tr> <td>Date of Internal Audit</td> <td>14 - 15/08/2023</td> </tr> <tr> <td>Result Internal Audit</td> <td>13 Findings</td> </tr> <tr> <td>Status Finding</td> <td>Closed with action taken</td> </tr> </table>	Document	Internal Audit Plan	Date Audit Plan (email)	07/08/2023	Date of Internal Audit	14 - 15/08/2023	Result Internal Audit	13 Findings	Status Finding	Closed with action taken	Complied
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Status Finding	Closed with action taken												
Criterion 4.1.3 – Management Review													
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement	The management conducted a review meeting after the completion of the internal audit. The purpose was to assess the ongoing suitability, adequacy, and effectiveness of the requirements for the	Complied										

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Criterion / Indicator		Assessment Findings	Compliance								
	and modification. - Major compliance -	<p>effective implementation of MSPO and to identify areas for improvement. Sighted the evidence: Details information Management Review Meeting has conducted:</p> <table border="1"> <tr> <td>Document</td> <td>Minutes of Meeting MRM 01/2023</td> </tr> <tr> <td>Date Meeting</td> <td>07/08/2023</td> </tr> <tr> <td>Time Meeting</td> <td>14 - 15/08/2023</td> </tr> <tr> <td>Agenda Meeting</td> <td> Result internal audit Production report Environment issue Social Issue Safety Issue Training programme Management Improvement Housing inspection Chemical handling Biodiversity Legal compliance </td> </tr> </table>	Document	Minutes of Meeting MRM 01/2023	Date Meeting	07/08/2023	Time Meeting	14 - 15/08/2023	Agenda Meeting	Result internal audit Production report Environment issue Social Issue Safety Issue Training programme Management Improvement Housing inspection Chemical handling Biodiversity Legal compliance	
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Agenda Meeting	Result internal audit Production report Environment issue Social Issue Safety Issue Training programme Management Improvement Housing inspection Chemical handling Biodiversity Legal compliance										
Criterion 4.1.4 – Continual Improvement											
4.1.4.1	<p>The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company. - Major compliance -</p>	<p>Continual improvement Plans (CIP) has established. it was cover on social, environmental, safety, health, and operational aspects demonstrates a proactive approach to responsible and sustainable business practices. Refer on the plans, it can have a positive impact on an organization’s overall performance and reputation. Sighted the evidence: Details information on the Continue Improvement Plan:</p> <table border="1"> <tr> <td>Document</td> <td>CIP on Social Year 2023 Date: 05/01/2023</td> </tr> </table>	Document	CIP on Social Year 2023 Date: 05/01/2023	Complied						
Document	CIP on Social Year 2023 Date: 05/01/2023										

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Criterion / Indicator		Assessment Findings		Compliance
			<p>To improve the facilities badminton, valley ball court To conduct communities programmed. To improve the financial economic of communities</p>	
		Document	<p>CIP on Environment Year 2023 Date: 05/01/2023 To control the black smoke of boiler To increase EFB sent to estate To monitor the parameter of POME</p>	
4.1.4.2	<p>The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce.</p> <p>- Major compliance -</p>	<p>System to improve practice in line with new information and techniques were carried out by the estate management through various programs as documented in the annual training program. The management on receiving this information is responsible to disseminate to all employees.</p>		Complied
4.2 Principle 2: Transparency				
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements				
4.2.1.1	<p>The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms.</p> <p>- Major compliance -</p>	<p>Adequate information addressing environmental, social, and legal concerns that are pertinent to stakeholders is disseminated to facilitate effective participation. The handbooks detailing RSPO Certification FGV Holdings Berhad have been distributed to all relevant stakeholders. These handbooks provide comprehensive explanations of RSPO, MSPO and all associated policies. Additionally, the handbook encompasses information on the process for lodging complaints and addressing grievances. This</p>		Complied

Criterion / Indicator		Assessment Findings	Compliance
		information is not only included in the handbook but is also prominently displayed on the main office notice board.	
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance -	The mill management has maintained copies of all the management documents that are required to be publicly accessible. The most recent communication, dated 03/01/2022, was shared with all stakeholders concerning the availability of these documents. Refer to the MEMO titled Penyediaan Rujukan Dokumen Umum at the main office with document reference (01) MEMO-RSPO/MSPO2022. Furthermore, all relevant information, including annual reports, sustainability updates, and policies, can be readily accessed on the company's website: www.fgvholdings.com .	Complied
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	FGV Holdings Berhad has established a standard operating procedure (SOP) for "Komunikasi, Penglibatan dan Rundingan" (Communication, Engagement, and Consultation) outlined in document number FGV/ML-IA/L2-Pr12. This procedure comprehensively outlines the information provided to stakeholders, encompassing policies, social impact assessments, and environmental considerations. The management has convened a stakeholder feedback survey meeting on 27/09/2023. Upon reviewing the "Rekod Makluman dan Maklum Balas" (Record of Notices and Feedback), it is noted that there was no feedback received from stakeholders including Government Agencies, Contractors, Villagers, and Neighboring estates.	Complied
4.2.2.2	The management shall nominate management officials at the operating unit responsible for issues related to indicator 1.	The management has designated a dedicated Person In-Charge specifically tasked with overseeing communication requirements,	Complied

Criterion / Indicator		Assessment Findings	Compliance								
	- Minor compliance -	<p>particularly for fostering effective communication among communities and stakeholders. This appointment demonstrates the organizations commitment to transparent communication practices with all their stakeholders. Sighted the evidence:</p> <p>Details information on the appointment letter of communication:</p> <table border="1"> <tr> <td>Document</td> <td>Appointment Letter</td> </tr> <tr> <td>Reference</td> <td>(52) 4056/BLT/830/1.PT2</td> </tr> <tr> <td>Date</td> <td>01/04/2023</td> </tr> <tr> <td>PIC Name</td> <td>Mohd Ikhwan</td> </tr> </table>	Document	Appointment Letter	Reference	(52) 4056/BLT/830/1.PT2	Date	01/04/2023	PIC Name	Mohd Ikhwan	
Document	Appointment Letter										
Reference	(52) 4056/BLT/830/1.PT2										
Date	01/04/2023										
PIC Name	Mohd Ikhwan										
4.2.2.3	<p>A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained.</p> <p>- Major compliance -</p>	<p>The management has compiled a comprehensive list of stakeholders, which includes essential information such as the company name, address, telephone number, and email address. This stakeholders list serves as a well-maintained record that encompasses a wide range of categories, including suppliers, contractors, government agencies, neighboring estates, smallholders, and local communities. This meticulous record ensures that effective communication and engagement can be upheld with each stakeholder group. Sighted the evidence:</p> <p>Details information on the list of stakeholders:</p> <table border="1"> <tr> <td>Document</td> <td>List of stakeholders</td> </tr> <tr> <td>Date Review</td> <td>02/05/2023</td> </tr> <tr> <td>List Stakeholder</td> <td> Supplier Contractor Government Bodies Neighbour Estate Neighbour School Communities </td> </tr> </table>	Document	List of stakeholders	Date Review	02/05/2023	List Stakeholder	Supplier Contractor Government Bodies Neighbour Estate Neighbour School Communities	Complied		
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Criterion / Indicator		Assessment Findings	Compliance				
Criterion 4.2.3 – Traceability							
4.2.3.1	The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability. - Major compliance -	The management has established a Standard Operating Procedure (SOP) for traceability, which has been thoroughly documented. The primary objective of this procedure is to furnish estates with comprehensive guidelines, ensuring the seamless and effective implementation of a sustainable supply chain for certified materials, including the delivery of Fresh Fruit Bunches (FFB) from the estate to the mill. Sighted the evidence, document Sustainability Manual for Transportation of FFB to Mill (MLSL(Ed.3)-Sec.4(8.0) dated 01/09/2017.	Complied				
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	Daily inspections were conducted to ensure compliance with the traceability system. The staff diligently entered all pertinent data into the system, which was subsequently verified by the executive at the close of each day. This verification process included through out of the weighbridge records for product of Crude Palm Oil (CPO) and Palm Kernel (PK) delivery to refinery. Sighted the evidence. Details information on the inspection of traceability Product: <table border="1" data-bbox="1086 1098 1870 1393"> <tr> <td>Document</td> <td>Crude Palm Oil (CPO) Delivery Note: L00000543 Date: 18/07/2023 Weighbridge Ticket: 03019970 Date: 18/07/2023 Vehicle: WA 1567A Nett Weight: 41.95 Mt</td> </tr> <tr> <td>Document</td> <td>Palm Kernel (PK) Delivery Note: L00000075</td> </tr> </table>	Document	Crude Palm Oil (CPO) Delivery Note: L00000543 Date: 18/07/2023 Weighbridge Ticket: 03019970 Date: 18/07/2023 Vehicle: WA 1567A Nett Weight: 41.95 Mt	Document	Palm Kernel (PK) Delivery Note: L00000075	Complied
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Criterion / Indicator		Assessment Findings		Compliance								
			Date: 28/04/2023 Weighbridge Ticket: 04005072 Date: 28/04/2023 Vehicle: VGV 4443 Nett Weight: 48.89 Mt									
4.2.3.3	The management shall identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -	The management has designated a dedicated Person In-Charge specifically tasked with overseeing traceability requirements, with the purpose of monitoring and updating the traceability system and records for the data information of Fresh Fruit Bunches (FFB). This appointment underscores the organizations commitment to maintaining accurate and reliable traceability practices. Sighted the evidence: Details information on the appointment letter of traceability:	<table border="1"> <tr> <td>Document</td> <td>Appointment Letter</td> </tr> <tr> <td>Reference</td> <td>(52) 4056/BLT/830/1.PT2</td> </tr> <tr> <td>Date</td> <td>01/04/2023</td> </tr> <tr> <td>PIC Name</td> <td>Mohd Ikhwan</td> </tr> </table>	Document	Appointment Letter	Reference	(52) 4056/BLT/830/1.PT2	Date	01/04/2023	PIC Name	Mohd Ikhwan	Complied
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Reference	(52) 4056/BLT/830/1.PT2											
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PIC Name	Mohd Ikhwan											
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance -	The management have successfully dispatched the Crude Palm Oil (CPO) and Palm Kernel (PK) to the Refinery. Furthermore, the management have diligently maintained records detailing the product dispatch the Crude Palm Oil (CPO) and Palm Kernel (PK) to the Refinery by demonstrating their commitment to effective monitoring and documentation. Upon reviewing the records of dispatch, the following observations have been made: Details information on the inspection of traceability Product:	<table border="1"> <tr> <td>Document</td> <td>Crude Palm Oil (CPO) Delivery Note: L00000543 Date: 18/07/2023</td> </tr> </table>	Document	Crude Palm Oil (CPO) Delivery Note: L00000543 Date: 18/07/2023	Complied						
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4.3 Principle 3: Compliance to legal requirements				
Criterion 4.3.1 – Regulatory requirements				
4.3.1.1	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. - Major compliance -	FGV Belitong POM has provide the lists of permits and licenses which has to be monitored and updated periodically include: 1. MPOB License: <ul style="list-style-type: none"> MPOB License No. 500170904000. For sell and move, store and processing. Validity period from 01/04/2023-31/03/2024 MPOB License No. 618385003000. For sell and move, store and buying. Validity period from 01/07/2023-30/06/2024 MPOB License No. 618297015000. For sell and move, store and buying. Validity period from 01/06/2023-31/05/2024 2. DOE’s Compliance Schedule no. JPLP/PUB/19/005359 Kilang Sawit Belitong for contradiction License no. 006384. Validity		OFI

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Criterion / Indicator	Assessment Findings	Compliance
	<p>30/06/2024</p> <ol style="list-style-type: none"> 3. DOE's Compliance Schedule No: JAS.JHQ.600-3/1/5(SK04) Validity 01/07/2023 to 30/06/2024 4. River Water Detour and Abstraction license No. 08/A/Klg/016. Validity period from 01/01/2023-31/12/2023 5. Permit for Schedule Control Goods (Diesel and Petrol), permit no. BPGK JH (KLU) 1193. Validity period from 29/07/2023-28/07/2025 6. MSPO Certificate No. MSPO 693232 Validity period from 21/05/2019-20/05/2024 <p><u>OFI</u></p> <p>All operations FGV Belitong POM is in compliance with applicable local, state, national, and ratified international laws and regulations. The management has kept all machinery licenses valid. Verified that the following sample of machinery found that inspection has been conducted by OSH on 07/05/2023 and payment has been made by the mill on 10/07/2023, however, the permit is yet to be received by the mill:</p> <ol style="list-style-type: none"> 1. Pengandung Tekanan Tak Berapi - PMT JH/22 166645 - Expired date 05/05/2023 2. Perakuan Kelayakan Mesin Angkat - PMA JH/22 165899 Expired date 05/05/2023 3. Perakuan Kelayakan Dandand - PMD JH/22 182909 - Expired date 11/03/2023 <p>The management may take necessary follow-up to the agency concern to find the state of the approval process.</p>	

Criterion / Indicator		Assessment Findings	Compliance
4.3.1.2	The management shall list all relevant laws related to their operations in a legal requirements register. - Major compliance -	The applicable laws identified were listed in Register of Legal and Other Requirements (Daftar Perundangan dan Lain-lain Keperluan), document no. FGV/GSD-SR/LR0099. Latest review was conducted on 17/09/2023. The sample of Act and Legal as listed as follows: 1. OSHA 1994 2. FMA 1967 3. Pesticide Act 1974 4. Electrical Supply (Amendment) Act 2015 5. Fire Services Act 6. Environmental Quality Act 7. Minimum Wages Order 2022	Complied
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance -	FGV Holdings Berhad have centralised system for tracking any changes in the law as per "Panduan: Sistem Pengesanan Perubahan Undang-undang" dated 23/6/2015, Version:04. Any changes in the relevant regulations are through Plantation and Sustainability Department and the Manager, who are sole responsible.	Complied
4.3.1.4	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements. - Minor compliance -	Norafiza Binti Shabus Zahari has been appointed as Legal Compliance and Monitoring Officer dated 01/06/2023 (Ref No: (47)4056/BLT/840A/13) undersigned by the Mill Manager. PIC responsible to monitor any changes on the LORR and update the register as and when necessary, as stated in the job functions as RSPO/MSPO/SCCS.	Complied
Criterion 4.3.2 – Lands use rights			

Criterion / Indicator		Assessment Findings	Compliance										
4.3.2.1	The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users. - Major compliance -	<p>There has an agreement between Federal Land Development Authority (FELDA) and FGVPI dated 25/11/1996 with validity until 31/12/2023. Refer agreement the total hectarage 13.51 Ha with the Land Title PTD 8773 and PTD 8774.</p> <p>Details information on the contract agreement:</p> <table border="1"> <tr> <td>Document</td> <td>Contract Agreement between FELDA & FGVPI</td> </tr> <tr> <td>Date</td> <td>25/11/1996</td> </tr> <tr> <td>Validity</td> <td>Until 31/12/2023</td> </tr> <tr> <td>Total Hectarage</td> <td>13.51 Ha</td> </tr> <tr> <td>Land Title</td> <td>PTD 8773 and PTD 8774.</td> </tr> </table>	Document	Contract Agreement between FELDA & FGVPI	Date	25/11/1996	Validity	Until 31/12/2023	Total Hectarage	13.51 Ha	Land Title	PTD 8773 and PTD 8774.	Complied
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4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land. - Major compliance -	<p>There has an agreement between Federal Land Development Authority (FELDA) and FGVPI dated 25/11/1996 with validity until 31/12/2023. Refer agreement the total hectarage 13.51 Ha with the Land Title PTD 8773 and PTD 8774.</p> <p>Details information on the contract agreement:</p> <table border="1"> <tr> <td>Document</td> <td>Contract Agreement between FELDA & FGVPI</td> </tr> <tr> <td>Date</td> <td>25/11/1996</td> </tr> <tr> <td>Validity</td> <td>Until 31/12/2023</td> </tr> <tr> <td>Total Hectarage</td> <td>13.51 Ha</td> </tr> <tr> <td>Land Title</td> <td>PTD 8773 and PTD 8774.</td> </tr> </table>	Document	Contract Agreement between FELDA & FGVPI	Date	25/11/1996	Validity	Until 31/12/2023	Total Hectarage	13.51 Ha	Land Title	PTD 8773 and PTD 8774.	Complied
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4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	<p>The management has established the boundary makers purposely to show their area of ownership of land. It was maintained on the ground and visibly during site visit. Sighted the evidence:</p> <p>Details information on the monitoring the boundary stone:</p> <table border="1"> <tr> <td>Document</td> <td>Boundary Record Monitoring</td> </tr> <tr> <td>Boundary Stone 1</td> <td>56.27.7627461 N, 103.29.53.973 E</td> </tr> <tr> <td>Boundary Stone 2</td> <td>56.15.3259583 N, 103.29.48.237 E</td> </tr> </table>	Document	Boundary Record Monitoring	Boundary Stone 1	56.27.7627461 N, 103.29.53.973 E	Boundary Stone 2	56.15.3259583 N, 103.29.48.237 E	Complied				
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Criterion / Indicator		Assessment Findings		Compliance
		Boundary Stone 3	56.10.1835507 N, 103.29.57.876 E	
4.3.2.4	Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	There is no land dispute in the FGV Ulu Belitong Certification Unit at the time of audit. The lands are belonged to Lembaga Kemajuan Tanah Persekutuan via verified with the land titles. Interview with the stakeholders confirmed that no encroachment of land by certification unit.		N/A
Criterion 4.3.3 – Customary rights				
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	There is no land encumbered by customary rights under FGV Ulu Belitong certification unit.		N/A
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	There is no land encumbered by customary rights under FGV Ulu Belitong certification unit.		N/A
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	There is no land encumbered by customary rights under FGV Ulu Belitong certification unit.		N/A
4.4 Principle 4: Social responsibility, health, safety and employment condition				
Criterion 4.4.1: Social Impact Assessment (SIA)				
4.4.1.1	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.	As per the Social Impact Assessment (SIA) report, the methodology involved conducting interviews with members of the local community and estate workers. The assessment process		Complied

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	- Minor compliance -	<p>encompassed several steps, including identifying stakeholders, considering social factors, analysing data, consulting stakeholders, developing a mitigation plan, implementing action plan, and continuously monitoring its progress. Supporting evidence for these activities has been documented.</p> <p>Details information on the monitoring the Social Impact Assessment:</p> <table border="1"> <tr> <td>Document</td> <td>Social Impact Assessment (SIA)</td> </tr> <tr> <td>Revision 1</td> <td>01/2023</td> </tr> <tr> <td>Revision 2</td> <td>09/2023</td> </tr> <tr> <td>Time Meeting</td> <td>Management Plan Social Impact 2023</td> </tr> <tr> <td>Action Plan</td> <td> <p>To conduct the programme on gender committee.</p> <p>To repair any complaint defect of workers housing.</p> <p>To improve the awareness on the KPI among staffs.</p> </td> </tr> </table>	Document	Social Impact Assessment (SIA)	Revision 1	01/2023	Revision 2	09/2023	Time Meeting	Management Plan Social Impact 2023	Action Plan	<p>To conduct the programme on gender committee.</p> <p>To repair any complaint defect of workers housing.</p> <p>To improve the awareness on the KPI among staffs.</p>	
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Criterion 4.4.2: Complaints and grievances													
4.4.2.1	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p>- Major compliance -</p>	<p>The management has implemented a comprehensive system for addressing complaints and grievances, including the provision of complaint forms, complaint book and a designated box located at the front of the office, accessible at all times. This streamlined process allows individuals to submit their concerns by completing the provided complaint form. Additionally, the resolution of the grievance will be overseen by their immediate superior.</p>	Complied										

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		<p>It was sighted the evidence of the "Prosedur Operasi Standard (SOP) Aduan dan Runguta" with reference FGV/FGVPM-JTK/SOP/014 dated 01/09/2019 and version 0.0.</p> <p>Details information on the recording of any complaint & grievance:</p> <table border="1"> <tr> <td>Document</td> <td>Complaint & Grievance Form</td> </tr> <tr> <td>Date Received</td> <td>20/07/2023</td> </tr> <tr> <td>Date Resolved</td> <td>26/07/2023</td> </tr> <tr> <td>Complaint Issue</td> <td>Repair on mosquito trap at worker housing</td> </tr> </table>	Document	Complaint & Grievance Form	Date Received	20/07/2023	Date Resolved	26/07/2023	Complaint Issue	Repair on mosquito trap at worker housing	
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Date Received	20/07/2023										
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Complaint Issue	Repair on mosquito trap at worker housing										
4.4.2.2	<p>The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties.</p> <p>- Major compliance -</p>	<p>The management has established of a dispute resolution system that ensures effectiveness, timeliness, and appropriateness, and is accepted by all parties involved.</p> <p>Details information on the recording of any complaint & grievance:</p> <table border="1"> <tr> <td>Document</td> <td>Complaint & Grievance Form</td> </tr> <tr> <td>Date Received</td> <td>20/07/2023</td> </tr> <tr> <td>Date Resolved</td> <td>26/07/2023</td> </tr> <tr> <td>Complaint Issue</td> <td>Repair on mosquito trap at worker housing</td> </tr> </table>	Document	Complaint & Grievance Form	Date Received	20/07/2023	Date Resolved	26/07/2023	Complaint Issue	Repair on mosquito trap at worker housing	Complied
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4.4.2.3	<p>A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints.</p> <p>- Minor compliance -</p>	<p>The management has implemented a dispute resolution system that guarantees effectiveness, timeliness, and appropriateness, and has gained unanimous acceptance from all parties involved. Additionally, the complaint form and complaint book are readily accessible on the premises, allowing both employees and affected stakeholders to file complaints.</p>	Complied								
4.4.2.4	<p>Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time.</p> <p>- Minor compliance -</p>	<p>Both employees and the surrounding communities have been informed that they are welcome to submit complaints or suggestions at any time. This has been confirmed by the management through the training of the complaint procedure for</p>	Complied								

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Criterion / Indicator		Assessment Findings	Compliance								
		<p>employees, ensuring they are knowledgeable about the process of making a complaint. Sighted the evidence: Details information on the training procedure to the employee:</p> <table border="1"> <tr> <td>Document</td> <td>Training Record - Complaint & Grievance Procedure</td> </tr> <tr> <td>Date</td> <td>18/01/2023</td> </tr> <tr> <td>Time</td> <td>8:00 – 9:00 am</td> </tr> <tr> <td>Venue</td> <td>Assembly Point</td> </tr> </table>	Document	Training Record - Complaint & Grievance Procedure	Date	18/01/2023	Time	8:00 – 9:00 am	Venue	Assembly Point	
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4.4.2.5	<p>Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.</p> <p>- Major compliance -</p>	<p>The management has utilized a form titled "Borang Aduan & Rungutan" for any stakeholder or employee need to make compliant. Records of complaints from the past 24 months are still on hand for verification. Sighted the evidence: Details information on the recording of any complaint & grievance:</p> <table border="1"> <tr> <td>Document</td> <td>Complaint & Grievance Form</td> </tr> <tr> <td>Date Received</td> <td>20/07/2023</td> </tr> <tr> <td>Date Resolved</td> <td>26/07/2023</td> </tr> <tr> <td>Complaint Issue</td> <td>Repair on mosquito trap at worker housing</td> </tr> </table>	Document	Complaint & Grievance Form	Date Received	20/07/2023	Date Resolved	26/07/2023	Complaint Issue	Repair on mosquito trap at worker housing	Complied
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Complaint Issue	Repair on mosquito trap at worker housing										
Criterion 4.4.3: Commitment to contribute to local sustainable development											
4.4.3.1	<p>Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation.</p> <p>- Minor compliance -</p>	<p>The management has actively engaged with local communities to contribute to local development. During audit times, records for the Corporate Social Responsibility (CSR) program are documented in consultation with the surrounding community. Sighted the evidence: Details information CSR Programmed to surrounding communities:</p> <table border="1"> <tr> <td>CSR 1</td> <td>Sumbangan Khidmat Van & Pemandu on 06/09/2023</td> </tr> <tr> <td>CSR 2</td> <td>Sumbangan Sukan Dalam Felda on 09/09/2023</td> </tr> <tr> <td>CSR 3</td> <td>Sumbangan Rumah Terbuka Hari Raya on 09/05/2023</td> </tr> </table>	CSR 1	Sumbangan Khidmat Van & Pemandu on 06/09/2023	CSR 2	Sumbangan Sukan Dalam Felda on 09/09/2023	CSR 3	Sumbangan Rumah Terbuka Hari Raya on 09/05/2023	Complied		
CSR 1	Sumbangan Khidmat Van & Pemandu on 06/09/2023										
CSR 2	Sumbangan Sukan Dalam Felda on 09/09/2023										
CSR 3	Sumbangan Rumah Terbuka Hari Raya on 09/05/2023										

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Criterion / Indicator		Assessment Findings	Compliance
		CSR 4 Sumbangan Peralatan Robotik Sekolah Kebangsaan Belitong on 03/08/2023	
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented. - Major compliance -	OSH Policy (FGV/GHR/HSEQ/POL/003) Rev. 5.0 for FGV Holdings Berhad documented, signed and approved by Mohd Nazrul Izam Mansor (CEO) dated 03/10/2023. The policy mentioned statement of commitment to enhance and established safe and healthy operation and workplace. Sighted also OSH Policy under FGV Palm Industries Sdn. Bhd which signed and approved by Abdul Malik b. Sekak (CEO) dated 01/01/21.	Complied
4.4.4.2	The occupational safety and health plan should cover the following: a) A safety and health policy, which is communicated and implemented. b) The risk of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill: i. All employees involved are adequately trained on safe working practices; ii. All precautions attached to products should be properly observed and applied; d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).	a) OSH Policy was communicated and displayed as observed at notice board in Office of FGV Belitong POM, guard house & workers houses. Briefing of Policies conducted during morning muster. Safety and Policies Briefing was conducted on 03/04/2022. b) HIRADC (FGV/PUC-OSH/F1.2 Pind 0) was reviewed dated on 25/05/23 for General Maintenance Electricity, Installation Switchboard, Operation (Live Operation-Synchronizing) & Safety Control (Electrical Switchboard and others. Chemical Health Risk Assessment was conducted in compliance to the OSHA Act 1994 and the Use and Standard of Exposure of Chemicals Hazardous to Health (USECHH) Regulations 2000 to assess the risks associated to hazardous chemicals used in the Mill. The CHRA reports were available Report (Ref. Number: JKPP HQ/10/AAS/00/8 2021/061) conducted by Occumed Consultancy & Services Sdn Bhd (DOSH Registration: JK3886) in June 2020 by Assessor.	Minor Non-Compliance

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Criterion / Indicator	Assessment Findings	Compliance
<p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept ant the concerns of employees and any remedial actions taken shall be recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>Medical Surveillance was conducted for workers exposed to chemicals and welding fumes in the Mill as recommended in the CHRA. The medical surveillance was conducted to monitor the level of exposure on the workers towards the chemicals and fumes. Medical Surveillance was conducted on 28/03/2023 at Klinik Amcen Petaling Jaya, Selangor for 13 Mill workers from workshop & laboratory who have been exposed to chemicals and fumes. Result stated as surveillance conducted no worker having any symptom of exposure (welding fumes. Mineral Oils and N-Hexane. All workers are fit for work.</p> <p>Noise Risk Assessment Report (NRA) was conducted in compliance to Occupational Safety & Health (Noise Exposure) Regulations 2019 in the Mills. The NRA assessment conducted on 05/02/2020 by MZ Enviro Testing & Consulting Kluang, Johor. The assessment report (Ref. No: HQ/16/Feb/000/158) was available for verification. The assessment for all station i.e Nut & Kernal Plant, Press & Threshing Station, Boiler Plant & Engine Room, Oil Clarification, Steriliser Station, Mechanical Workshop, Water Treatment Plant, Ramp & others.</p> <p>Audiometric Test was conducted by PAC Testing & Consulting Sdn Bhd on 16/11/202 for 38 millworkers identified to be exposed to excessive noise in the Mill. The results are available for verification.</p> <p>c) Belitong POM have established a training program for employees exposed to chemicals used at the palm oil Mill to ensure continuous awareness to the employees. The training was conducted by the Manager, Asst. Manager, and representative from the chemical suppliers to the supervisors and operators. Sighted the training records as follows:</p>	

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	<ul style="list-style-type: none"> • HIRADC Training: 02-04/01/2023 • NADOPOD Training: 07/01/2023 • PPE Management Training: 27/03/2023 • Basic Law (FMA, OSHA) Training: 03/04/2023 • Defensive Riding training: 11/05/2023 • Noise management Training: 30/05/2023 7 30/06/2023 <p>d) The management have provided appropriate PPE to all workers according to the job type and requirements. The PPE given as per HIRARC and Pictorial Safety Standard (PSS) Palm Oil Mills dated 17/03/2008. Sighted the PPE issuance records documented in 'PPE Issuance Record' logbook.</p> <p>The site visit to the mill found that the mill workers were wearing the appropriate PPF as per HIRARC and Pictorial Safety Standard (PSS) Palm Oil Mills dated 17/03/2008. Interviews with workers and staff found that they have a good awareness of the importance of having appropriate PPF at workplace. The site visit and documents verification confirmed that there is no reoccurrence on the issue raised in Major NC during last audit.</p> <p>e) FGV Holdings Berhad has established SOP for Chemical Handling and documented in the Safety Operating Procedure, Chemical Handling. Refer doc no. FPI-PK-036, issue no. 3 dated 14/07/2010.</p> <p><u>Minor NCR</u></p> <p>During the visit to the Effluent Treatment Plant (ETP) area, it was observed that a container with no labeling was present near the activities of the Desludging Pond. The mill representative informed</p>	

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	<p>that this container is used for storing diesel by a contractor. Regular inspections of the ETP needs to identify and rectify the root cause and it is ensured that the container has been properly labeled. From these situations, it was contradicted with the compliance on USECHH Regulation 2000, Part VI Labelling & Relabeling. Regulation 21(1) an employer shall ensure that all chemicals hazardous to health supplied or purchased by him used in the place of work are labelled and that the labels are not removed, defaced, modified or altered.</p> <p>f) Available Organization Chart for SHC 2023 where the composition is Misran b. Emam (Chairman), Mohd Ikhwan Khozair (Secretary), 8 Employees Representatives and 8 Employers Representatives. Available appointment Letter issued to Mohd Ikhwan Khozairi (Asst Manager) as Secretary of SHC dated 07/07/22, Hj Misran b. Emam (Sr. Manager) as Chairman of SHC dated 15/04/22. Other member having Appointment Letter dated 05/07/22.</p> <p>g) The management conducted regular OSH committee meetings on quarterly basis and when necessary due to accidents that occur. The meeting discussed issues on employees' safety, health and welfare such as operational risks and health achievement report, Mill security, safety compliance by contractors, workplace inspection, legal compliance, safety and health training. Sighted the OSH Meeting Minutes dated as follows:</p> <ul style="list-style-type: none"> • OSH Meeting No 1: 29/03/2023 • OSH Meeting No 2: 21/06/2022 	

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • OSH Meeting No 3: 25/09/2023 h) Accident and Emergency procedures were available in the ESH Management System Manual; Emergency Preparedness & Response Guidelines and Procedures; Doc No: SD/SDP/SQM (ESH)/001-2-6; Revision: 0; Date 01/07/2012. The Mills have established Emergency Response Team lead by the Mill Managers. The ERT chart and Fire Extinguisher Map was also available and verified. Emergency Response Training was conducted Emergency Response Training and Drill – 09/02/2023. Safety briefing to RSPO & MSPO auditor was conducted by PIC during opening meeting. i) The first aider Mr. Mohamad Asahari Mastor. He attended training conducted by MMTC Asia 08/11/2021 Certificate no: G112XXXXX. The membership will be expired on 07/11/2024. The 1st Aid Box being placed in Office, Effluent, Boiler, Workshop and Staff Office. j) The Belitong POM recorded all accidents reports and reported to HQ using the PSQM-ESH Monthly update form via online through GSQM ESH Portal. The accident occurred was reviewed on quarterly basis during OSH committee meeting. There was no accidents case (JKKP 6/7) occurred for the year 2023 reported in the Mill. The JKKP 8 form has been submitted to DOSH for the year ending 2022 on 20/01/2023 (Ref No: JKKP8/135204/2022) and documents available for verification. 	
<p>Criterion 4.4.5: Employment conditions</p>		

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Criterion / Indicator		Assessment Findings	Compliance						
4.4.5.1	<p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p>- Major compliance -</p>	<p>The management has established a Human Rights Policy as part of the Group Sustainability Policy, dated 17/11/2020, which was subsequently signed and approved by the Board of Directors. Please refer to FGV/SED/POL/001 Revision: 4.0, dated 17/11/2020, section 5.0 (B) for further details on respecting human rights.</p> <p>The management also has fully committed to and supports human rights. Communication to employees was conducted through various channels, including briefings during morning muster, displays on notice boards at worker" hostels, and training sessions. Sighted the evidence:</p> <p>Details information training related on human right to employee:</p> <table border="1"> <tr> <td>Document 1</td> <td>Record Training – Training Policy on 01/07/2023</td> </tr> <tr> <td>Document 2</td> <td>Record Training – Training Human Rights/Sexual Harassment on 01/07/2023</td> </tr> <tr> <td>Document 3</td> <td>Record Training – Complaint & Grievance Procedure on 18/01/2023</td> </tr> </table>	Document 1	Record Training – Training Policy on 01/07/2023	Document 2	Record Training – Training Human Rights/Sexual Harassment on 01/07/2023	Document 3	Record Training – Complaint & Grievance Procedure on 18/01/2023	Complied
Document 1	Record Training – Training Policy on 01/07/2023								
Document 2	Record Training – Training Human Rights/Sexual Harassment on 01/07/2023								
Document 3	Record Training – Complaint & Grievance Procedure on 18/01/2023								
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>The management has implemented an Equal Opportunity Policy in line with the Group Sustainability Policy dated 17/11/2020, which has been endorsed and approved by the Board of Directors. Refer to FGV/SED/POL/001 Revision: 4.0, dated 17/11/2020, section 5.2.1 on Equality and Non-Discrimination.</p> <p>The company is dedicated to ensuring that all employees are treated with equality, irrespective of their race, nationality, religion, gender, age, and other political opinions.</p>	Complied						
4.4.5.3	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards as per Collective Agreements.</p>	<p>The management is responsible for ensuring that employee" wages and conditions adhere to both legal and industry-established minimum standards, as well as the terms agreed upon in Collective</p>	Complied						

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Criterion / Indicator		Assessment Findings	Compliance				
	<p>The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>Agreements. This is outlined in the contract agreement between the employer and employee, where the basic salary is explicitly stated. Sighted the evidence:</p> <p>Details information of salary & collective agreement of employee:</p> <table border="1"> <tr> <td>ID: 1212XXX FFB Grader</td> <td>Contract Agreement on 29/09/2021 Reference: (120)1101/04/2-8TT4 Both of employer & employer signed. Basic Salary: RM15XX/Month Total Salary: RM26XX.XX – Sep 2023 Total Salary: RM25XX.XX – July 2023</td> </tr> <tr> <td>ID: 1211XXX Weighbridge Operator</td> <td>Contract Agreement on 30/01/2019 Reference: (6062)010/HQ/840A/10 Both of employer & employer signed. Basic Salary: RM15XX/Month Total Salary: RM25XX.XX – Sep 2023 Total Salary: RM20XX.XX – July 2023</td> </tr> </table>	ID: 1212XXX FFB Grader	Contract Agreement on 29/09/2021 Reference: (120)1101/04/2-8TT4 Both of employer & employer signed. Basic Salary: RM15XX/Month Total Salary: RM26XX.XX – Sep 2023 Total Salary: RM25XX.XX – July 2023	ID: 1211XXX Weighbridge Operator	Contract Agreement on 30/01/2019 Reference: (6062)010/HQ/840A/10 Both of employer & employer signed. Basic Salary: RM15XX/Month Total Salary: RM25XX.XX – Sep 2023 Total Salary: RM20XX.XX – July 2023	
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4.4.5.4	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p>	<p>The management is responsible for ensuring that wages of employee contractor are meet legal and industry-established minimum standards, as well as the terms agreed upon in Collective Agreements. This is outlined in the contract agreement between the contractor and his employee, where the basic salary is explicitly stated. Sighted the evidence:</p> <p>Details information of salary & agreement employee contractor:</p> <table border="1"> <tr> <td>Contractor</td> <td>Zaxx Nixxx Entxxxxxxx</td> </tr> <tr> <td>Moxx Yuxxx Afxxxx</td> <td>Salary: RM17XX – July 2023 KWSP: RM16X Socso: RM7.XX EIS: RM2.XX</td> </tr> </table>	Contractor	Zaxx Nixxx Entxxxxxxx	Moxx Yuxxx Afxxxx	Salary: RM17XX – July 2023 KWSP: RM16X Socso: RM7.XX EIS: RM2.XX	Complied
Contractor	Zaxx Nixxx Entxxxxxxx						
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Criterion / Indicator		Assessment Findings		Compliance				
		Azxxx Bxx Huxxx	Salary: RM16XX – July 2023 KWSP: RM16X Socso: RM7.XX EIS: RM2.XX					
4.4.5.5	The management shall establish records that provide an accurate overview of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment. - Major compliance -	<p>The management has diligently maintained records that offer a comprehensive account of all employees on the premises. These records encompass essential details such as full names, gender, date of birth, date of entry, job descriptions, wages, and the duration of employment.</p> <p>All workers have enrolled in Human Resource Management System (HRMS) which functions as a check roll system for inputting data on productivity, overtime, working hours, and incentives.</p>		Complied				
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records. - Major compliance -	<p>All employees have been furnished with equitable contracts, which have been mutually signed by both the employee and employer. A copy of the employment contract is accessible for each and every employee. Sighted the evidence:</p> <p>Details information of salary & collective agreement of employee:</p> <table border="1"> <tr> <td>ID: 1212XXX FFB Grader</td> <td>Contract Agreement on 29/09/2021 Reference: (120)1101/04/2-8TT4 Both of employer & employer signed. Basic Salary: RM15XX/Month Copy of agreement are available</td> </tr> <tr> <td>ID: 1211XXX Weighbridge Operator</td> <td>Contract Agreement on 30/01/2019 Reference: (6062)010/HQ/840A/10 Both of employer & employer signed. Basic Salary: RM15XX/Month Copy of agreement are available</td> </tr> </table>		ID: 1212XXX FFB Grader	Contract Agreement on 29/09/2021 Reference: (120)1101/04/2-8TT4 Both of employer & employer signed. Basic Salary: RM15XX/Month Copy of agreement are available	ID: 1211XXX Weighbridge Operator	Contract Agreement on 30/01/2019 Reference: (6062)010/HQ/840A/10 Both of employer & employer signed. Basic Salary: RM15XX/Month Copy of agreement are available	Complied
ID: 1212XXX FFB Grader	Contract Agreement on 29/09/2021 Reference: (120)1101/04/2-8TT4 Both of employer & employer signed. Basic Salary: RM15XX/Month Copy of agreement are available							
ID: 1211XXX Weighbridge Operator	Contract Agreement on 30/01/2019 Reference: (6062)010/HQ/840A/10 Both of employer & employer signed. Basic Salary: RM15XX/Month Copy of agreement are available							

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Criterion / Indicator		Assessment Findings	Compliance				
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers.</p> <p>- Major compliance -</p>	<p>The management has diligently maintained records that offer a comprehensive account of all employees on the premises. These records encompass essential details such as full names, gender, date of birth, date of entry, job descriptions, wages, and the duration of employment.</p> <p>All workers have enrolled in Human Resource Management System (HRMS) which functions as a check roll system for inputting data on productivity, overtime, working hours, and incentives.</p>	Complied				
4.4.5.8	<p>The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable.</p> <p>- Major compliance -</p>	<p>Records reviewed on the Check roll Book of sampled workers found that the enter time and exit time was clearly stated in the timecard. The sampled workers above have recorded overtime not exceeding 104 hours per month. Sighted the evidence:</p> <p>Details information of collective agreement of employee:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> ID: 1212XXX FFB Grader </td> <td style="width: 50%;"> Document: Payslip – Sep 2023 Salary: RM26XX.XX Overtime: RM8XX.XX KWSP: 19X.XX SOCISO: RM13.XX EIS: RM5.XX </td> </tr> <tr> <td> ID: 1211XXX Weighbridge Operator </td> <td> Document: Payslip – Sep 2023 Salary: RM25XX.XX Overtime: RM51X.XX KWSP: 2XX.XX SOCISO: RM1X.XX EIS: RM5.XX </td> </tr> </table>	ID: 1212XXX FFB Grader	Document: Payslip – Sep 2023 Salary: RM26XX.XX Overtime: RM8XX.XX KWSP: 19X.XX SOCISO: RM13.XX EIS: RM5.XX	ID: 1211XXX Weighbridge Operator	Document: Payslip – Sep 2023 Salary: RM25XX.XX Overtime: RM51X.XX KWSP: 2XX.XX SOCISO: RM1X.XX EIS: RM5.XX	Complied
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ID: 1211XXX Weighbridge Operator	Document: Payslip – Sep 2023 Salary: RM25XX.XX Overtime: RM51X.XX KWSP: 2XX.XX SOCISO: RM1X.XX EIS: RM5.XX						
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p>	<p>The management is responsible for ensuring that employee" wages and conditions adhere to both legal and industry-established minimum standards, as well as the terms agreed upon in Collective</p>	Complied				

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Criterion / Indicator		Assessment Findings	Compliance				
	- Major compliance -	<p>Agreements. This is outlined in the contract agreement between the employer and employee, where the basic salary is explicitly stated. Sighted the evidence:</p> <p>Details information of collective agreement of employee:</p> <table border="1"> <tr> <td>ID: 1212XXX FFB Grader</td> <td>Document: Payslip – Sep 2023 Salary: RM26XX.XX Overtime: RM8XX.XX KWSP: 19X.XX SOCISO: RM13.XX EIS: RM5.XX</td> </tr> <tr> <td>ID: 1211XXX Weighbridge Operator</td> <td>Document: Payslip – Sep 2023 Salary: RM25XX.XX Overtime: RM5XX.XX KWSP: 2XX.XX SOCISO: RM1X.XX EIS: RM5.XX</td> </tr> </table>	ID: 1212XXX FFB Grader	Document: Payslip – Sep 2023 Salary: RM26XX.XX Overtime: RM8XX.XX KWSP: 19X.XX SOCISO: RM13.XX EIS: RM5.XX	ID: 1211XXX Weighbridge Operator	Document: Payslip – Sep 2023 Salary: RM25XX.XX Overtime: RM5XX.XX KWSP: 2XX.XX SOCISO: RM1X.XX EIS: RM5.XX	
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ID: 1211XXX Weighbridge Operator	Document: Payslip – Sep 2023 Salary: RM25XX.XX Overtime: RM5XX.XX KWSP: 2XX.XX SOCISO: RM1X.XX EIS: RM5.XX						
4.4.5.10	<p>Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings.</p> <p>- Minor compliance -</p>	<p>The management has provided facilities such as mosque, recreational facilities such as futsal field, badminton court and volleyball court to the workers and dependents. Government clinic was available in the complex. The workers will be awarded with bonus once a year based on performance. Various incentive and allowance were also given to the workers. Sighted the evidence:</p> <p>Details information of incentive or allowance employee received:</p> <table border="1"> <tr> <td>ID: 1204XXX Supervisor</td> <td>Allowance Leadership: RM6X/month Allowance Leader: RM1XX/month Allowance Shift: RM6/Day</td> </tr> <tr> <td>ID: 1211XXX General Worker</td> <td>Allowance House: RM1XX/month Allowance Project: RM1XX/month</td> </tr> </table>	ID: 1204XXX Supervisor	Allowance Leadership: RM6X/month Allowance Leader: RM1XX/month Allowance Shift: RM6/Day	ID: 1211XXX General Worker	Allowance House: RM1XX/month Allowance Project: RM1XX/month	Complied
ID: 1204XXX Supervisor	Allowance Leadership: RM6X/month Allowance Leader: RM1XX/month Allowance Shift: RM6/Day						
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Criterion / Indicator		Assessment Findings	Compliance						
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities. - Major compliance -	<p>The management has provided habitable housing quarters for employees, which is also include subsidies for electricity and water consumption. Additionally, there is a scheduled program for inspecting the housing conditions and the surrounding area. Sighted the evidence:</p> <p>Details information of inspection workers housing area:</p> <table border="1"> <tr> <td>Document</td> <td>Housing Inspection Checklist</td> </tr> <tr> <td>Month</td> <td>October 2023</td> </tr> <tr> <td>Inspection Period</td> <td>Week 1: Done Week 2: Done Week 3: Done Week 4: Done</td> </tr> </table>	Document	Housing Inspection Checklist	Month	October 2023	Inspection Period	Week 1: Done Week 2: Done Week 3: Done Week 4: Done	Complied
Document	Housing Inspection Checklist								
Month	October 2023								
Inspection Period	Week 1: Done Week 2: Done Week 3: Done Week 4: Done								
4.4.5.12	The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	<p>FGV Holdings Berhad has developed Human Rights Policy under Group Sustainability Policy dated 17/11/2020 and signed and Approved by Board of Directors. Refer FGV/SED/POL/001 Revision: 4.0 dated 17/11/2020 section 5.2.5 Preventing Harassment and Abuse.</p> <p>The company is committed to protect the rights of women on the reproductive and family planning. Gender Committee was developed and it was to provide a system to channel the complaint regarding sexual harassment and violence. There was no issue regarding sexual harassment and violence reported. The last meeting was conducted and discussion regarding human right, activities and training. Sighted the evidence:</p> <p>Details information of Gender Committee meeting:</p> <table border="1"> <tr> <td>Gender Committee Meeting No 1</td> <td>Minutes of meeting on 26/01/2023 Meeting was held at Meeting Room Meeting conduct at 9:00 – 10:00 am</td> </tr> </table>	Gender Committee Meeting No 1	Minutes of meeting on 26/01/2023 Meeting was held at Meeting Room Meeting conduct at 9:00 – 10:00 am	Complied				
Gender Committee Meeting No 1	Minutes of meeting on 26/01/2023 Meeting was held at Meeting Room Meeting conduct at 9:00 – 10:00 am								

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Criterion / Indicator		Assessment Findings		Compliance						
		Gender Committee Meeting No 2	Minutes of meeting on 26/09/2023 Meeting was held at Meeting Room Meeting conduct at 9:00 – 10:00 am							
4.4.5.13	<p>The management shall respect the right of all employees to form and join trade union and allow workers’ own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p>	<p>FGV Holdings Berhad has developed Human Rights Policy under Group Sustainability Policy dated 17/11/2020 and signed and Approved by Board of Directors. Refer FGV/SED/POL/001 Revision: 4.0 dated 17/11/2020 section 5.2.2 Upholding Labour Standard. The company allows the employees to join any legal association and get approval from the management. Verified through Interview found that workers aware on no restriction to form and join union. Details information of trade union meeting for the employee:</p> <table border="1"> <tr> <td>Gender Committee</td> <td>Minutes of meeting on 26/09/2023 Meeting was held at Meeting Room Meeting conduct at 9:00 – 10:00 am</td> </tr> <tr> <td>Kesatuan Pekerja FGV Plantations</td> <td>Minutes of meeting on 03/10/2023 Meeting was held at Meeting Room Meeting conduct at 4:00 – 5:00 pm</td> </tr> </table>		Gender Committee	Minutes of meeting on 26/09/2023 Meeting was held at Meeting Room Meeting conduct at 9:00 – 10:00 am	Kesatuan Pekerja FGV Plantations	Minutes of meeting on 03/10/2023 Meeting was held at Meeting Room Meeting conduct at 4:00 – 5:00 pm	Complied		
Gender Committee	Minutes of meeting on 26/09/2023 Meeting was held at Meeting Room Meeting conduct at 9:00 – 10:00 am									
Kesatuan Pekerja FGV Plantations	Minutes of meeting on 03/10/2023 Meeting was held at Meeting Room Meeting conduct at 4:00 – 5:00 pm									
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation.</p> <p>- Major compliance -</p>	<p>The management has developed Human Rights Policy under Group Sustainability Policy dated 17/11/2020 and signed and Approved by Board of Directors. Refer FGV/SED/POL/001 Revision: 4.0 dated 17/11/2020 section 5.2.2 Upholding Labour Standard where the company will not recruit any individual who less than 18 years old to work in plantations. Document reviewed on the list of workers confirmed that all the employees were above 18 years old. Details information listing of employee:</p> <table border="1"> <tr> <td>Document</td> <td>List of Workers</td> </tr> <tr> <td>Year</td> <td>2023</td> </tr> <tr> <td>Observation</td> <td>Majority workers are above 25 years of age.</td> </tr> </table>		Document	List of Workers	Year	2023	Observation	Majority workers are above 25 years of age.	Complied
Document	List of Workers									
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Criterion / Indicator		Assessment Findings	Compliance																						
Criterion 4.4.6: Training and competency																									
4.4.6.1	All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training. - Major compliance -	The management established a training program for all workers based on the training need analysis conducted on a yearly basis. Records of trainings were maintained by the Mill as below: <table border="1" data-bbox="1093 619 1865 992"> <thead> <tr> <th>Training</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>1. Operation Maintenance Training</td> <td>10/01/2023</td> </tr> <tr> <td>2. Schedule Waste Training</td> <td>17/02/2023</td> </tr> <tr> <td>3. HCV Management Training</td> <td>10/03/2023</td> </tr> <tr> <td>4. Sexual harassment Training</td> <td>27/03/2023</td> </tr> <tr> <td>5. HIRADC Training</td> <td>02-04/01/2023</td> </tr> <tr> <td>6. NADOPOD Training</td> <td>17/01/2023</td> </tr> <tr> <td>7. Basic Law (FMA, OSHA)</td> <td>03/04/2023</td> </tr> <tr> <td>8. Defensive Driving Training</td> <td>11/05/2023</td> </tr> <tr> <td>9. Noise Management Training</td> <td>30/03/2023</td> </tr> <tr> <td>10. Chemical Handling Training</td> <td>30/05/2023</td> </tr> </tbody> </table>	Training	Actual	1. Operation Maintenance Training	10/01/2023	2. Schedule Waste Training	17/02/2023	3. HCV Management Training	10/03/2023	4. Sexual harassment Training	27/03/2023	5. HIRADC Training	02-04/01/2023	6. NADOPOD Training	17/01/2023	7. Basic Law (FMA, OSHA)	03/04/2023	8. Defensive Driving Training	11/05/2023	9. Noise Management Training	30/03/2023	10. Chemical Handling Training	30/05/2023	Complied
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4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. - Major compliance -	Annual Training Plan 2022 in FGVPI Belitong POM, was created based on Training Needs Analysis for workers involved in the operations. Sighted the Training Need Analysis 2022 of all workers which are based on their competencies and job description under document 'Analisa Keperluan Latihan Petugas dan Pekerja'.	Complied																						
4.4.6.3	A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure. - Minor compliance -	The management has developed the training programme for the year 2023, and training matrix is available. Training procedure is available for verification	Complied																						

Criterion / Indicator	Assessment Findings	Compliance	
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	<p>An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Environmental Policy (FGV/GHR/HSEQ/POL/004) Rev.00 for FGV Holdings Berhad was approved, signed Mohd Nazrul Izam Mansor (Group CEO) dated 05/11/2021. Included a commitment to comply with applicable Environmental legal and other requirements. This was posted at notice board as seen near mill office and operation area.</p>	Complied
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p> <p>b) The aspects and impacts analysis of all operations</p> <p>- Major compliance -</p>	<p>Environmental aspect and impact assessment was conducted as sighted in Identification of Environmental Aspect and Evaluation of Significant Form (FPI/L4/QOHSE-1.7 Pind 0) dated 04/04/22 recorded by M. Qayyum Akmal b. Jeffri. Covering activity, product and services:</p> <ol style="list-style-type: none"> 1. Empty Bunch Conveyor 2. Outlet drains 3. Diesel Tank 4. Weight Bridge 5. Canteen 6. Store 7. Laboratory 8. Effluent pond 	Complied
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.</p>	<p>As documented in Significant Environmental Aspect and Impact Register Form (FPI/L4/QOHSE-1.8 Pind 0) Year 2023 for FGV</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance																		
	- Major compliance -	Belitong POM. In the form Impact Mitigation Method was mentioned such as stopping the mill operation.																			
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	EFB/Fiber/Ash send to estate to be used as organic fertilizer as well sold to outside buyer to generate income to mill.	Complied																		
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives. - Major compliance -	Safety and Policies Briefing was conducted on 21/09/22 during Morning Assembly and attended by staff and workers as attendance list from Office. Verified the training record are as follow: <table border="1" data-bbox="1086 742 1870 877"> <thead> <tr> <th>Training</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>1. Operation Maintenance Training</td> <td>10/01/2023</td> </tr> <tr> <td>2. Schedule Waste Training</td> <td>17/02/2023</td> </tr> <tr> <td>3. HCV Management Training</td> <td>10/03/2023</td> </tr> </tbody> </table>	Training	Actual	1. Operation Maintenance Training	10/01/2023	2. Schedule Waste Training	17/02/2023	3. HCV Management Training	10/03/2023	Complied										
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4.5.1.6	The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed. - Major compliance -	Environmental meeting was conducted as evidence from Minutes of Meeting of Environmental Performance Monitoring (EPMC) Bil 01/2022 conducted on 07/10/23 attended by 8 workers included Mill Manager, Assistant Manager, Foreman, CepSWAM. Discussion done on issues such as environmental quality (discharge to air, water/effluent). Water sampling results, DOE officer visit and etc.	Complied																		
Criterion 4.5.2: Efficiency of energy use and use of renewable energy																					
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period - Major compliance -	Available a record of monitoring of diesel consumption from Jan to Sept 2023 for auditor verification and monitoring: <table border="1" data-bbox="1086 1236 1870 1380"> <thead> <tr> <th>Month (2023)</th> <th>FFB (mt)</th> <th>CPO (mt)</th> <th>Diesel (lt)</th> <th>Electric (kW)</th> <th>Water (l)</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>18,405</td> <td>3,956</td> <td>13,850</td> <td>53,834</td> <td>12,180</td> </tr> <tr> <td>Feb</td> <td>17,860</td> <td>3,580</td> <td>10,079</td> <td>51,906</td> <td>9,060</td> </tr> </tbody> </table>	Month (2023)	FFB (mt)	CPO (mt)	Diesel (lt)	Electric (kW)	Water (l)	Jan	18,405	3,956	13,850	53,834	12,180	Feb	17,860	3,580	10,079	51,906	9,060	Complied
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Feb	17,860	3,580	10,079	51,906	9,060																

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Criterion / Indicator		Assessment Findings						Compliance
		Mac	14,680	2,936	9,896	53,591	7,810	
		Apr	12,010	2,505	9,484	37,031	8,300	
		May	16,490	3,429	11,421	42,692	12,280	
		Jun	10,900	3,786	11,933	43,101	12,050	
		Jul	23,060	4,353	16,328	39,002	14,140	
		Aug	24,740	4,894	16,493	52,916	15,820	
		Sep	26,340	5,248	12,909	50,918	20,050	
4.5.2.2	Palm oil millers shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. - Major compliance -	Available estimation of diesel and electricity usage as documented. The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel to determine energy efficiency of their operations inclusive of fuel use by contractors, including all transport and machinery operations was available in the respective Mill yearly budgets.						Complied
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	The management makes use of the mill's FFB by-product for power generation; fibre, shredded fibre, and palm shell are used in the boiler. Noticed that there is 4 units renewable energy (solar panel) for street lighting at security post, water treatment plant, and garage and influent treatment pond area.						Complied
Criterion 4.5.3: Waste management and disposal								
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	The FGV Belitong POM has established and documented Identification of Waste (FAS-RSPOL1/K5.3/5.3.1). The waste has been identified as follows: 1. Domestic Waste – Household waste, Organic Waste, Sewage 2. Industrial Waste – Scrap Metal, Tyre						Complied

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Criterion / Indicator		Assessment Findings	Compliance											
		<p>3. Scheduled Waste from Mill Operation – Used Hydraulic, Lubricant, Use chemical Containers, Electric Waste, used chemical Waste, cotton Rag from workshop and process.</p> <p>4. Recyclable Waste – POME</p> <p>Records on the usage and disposal were well recorded and documented. Appropriate secondary containment for the diesel skid tanks, chemical and scheduled waste storage areas was verified to be well maintained.</p>												
4.5.3.2	<p>A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for:</p> <p>a) Identifying and monitoring sources of waste and pollution.</p> <p>b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.</p> <p>- Major compliance -</p>	<p>Waste Management Plan was established for the FGV Belitong POM established and documented for FY 2023.</p> <p>a) Identified and monitoring sources of waste:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Type</th> <th style="width: 55%;">Items</th> <th style="width: 30%;">Action</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Schedule Waste</td> <td>Used Lubricant (SW305), Used Hydraulic Oil (SW306), Used PPE, Chemical container</td> <td>Collect and store Dispose at disposal collection Center Felda Moakil 06</td> </tr> <tr> <td>Used Batteries (SW102)</td> <td></td> </tr> <tr> <td>Domestic Waste</td> <td>Rubbish (household), paper</td> <td>Collected twice a week and disposed of at disposal area Tapak Pelupusan Moakil, Labis) under the management Majlis Daerah Segamat</td> </tr> </tbody> </table>	Type	Items	Action	Schedule Waste	Used Lubricant (SW305), Used Hydraulic Oil (SW306), Used PPE, Chemical container	Collect and store Dispose at disposal collection Center Felda Moakil 06	Used Batteries (SW102)		Domestic Waste	Rubbish (household), paper	Collected twice a week and disposed of at disposal area Tapak Pelupusan Moakil, Labis) under the management Majlis Daerah Segamat	Complied
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Criterion / Indicator		Assessment Findings	Compliance										
		<p>b) Improving the efficiency and recycling potential waste:</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Items</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Mill By-product</td> <td>EFB</td> <td>Burned into bunch and sale to buyer</td> </tr> <tr> <td>Decenter cake</td> <td>Collect & sold to buyer</td> </tr> <tr> <td>Kernel shell</td> <td>Stored & sold to supplier</td> </tr> </tbody> </table> <p>The site visit to EFB incinerator found no leachate from EFB stockyard. All EFB had been burned and bunch ash bags was neatly arranged kept in the bunch ash store. The site visit and documents verification confirmed that there is no reoccurrence on the issue raised in Major NC during last audit.</p>	Type	Items	Action	Mill By-product	EFB	Burned into bunch and sale to buyer	Decenter cake	Collect & sold to buyer	Kernel shell	Stored & sold to supplier	
Type	Items	Action											
Mill By-product	EFB	Burned into bunch and sale to buyer											
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4.5.3.3	<p>The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005</p> <p>- Major compliance -</p>	<p>The Procedure for Scheduled Waste Management was established Ref: FPI-PK-106 dated 04/04/2017 Rev: 0. Proper disposal of waste material is carried out as per the company procedures. The procedures are fully understood by workers staff and executives. The FGV Belitong POM also has a proper Scheduled Waste Store for storing scheduled waste until the time of disposal by DOE authorized waste disposal contractor. Stores for scheduled waste were inspected and disposal was done by a scheduled waste disposal company authorized and licensed by the Department of Environment.</p>	Complied										
4.5.3.4	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.</p> <p>- Minor compliance -</p>	<p>Domestic waste engaged a contractor (Zaxx Nixxx Enxxxxxxx) to collect and dispose of it at a municipal landfill. Collection every twice a week as stated in the Waste Management Plan as sampled. Disposed at the "Tapak Pelupusan Jalan Moakil-Labis under the management of Majlis Daerah Segamat.</p>	Complied										

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Criterion / Indicator		Assessment Findings	Compliance						
Criterion 4.5.4: Reduction of pollution and emission including greenhouse gas									
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	The management has implemented its GHG Calculator to calculate the following emissions parameter/source. Data calculated by using RSPO Calculator as verified. Identification and significant determination of environmental aspect has identified boiler and incinerator chimney as one of the sources of pollution. Monitoring was through stack monitoring of dust particulate and dark smoke observation.	Complied						
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	The management has established an Action Plan to reduce GHG emission and polluting activities FY 2022. Among activities listed: 1. Reduce usage of diesel on mill daily operation 2. Monitoring emission of Dark Smoke Mill Stack - Installation of air pollution device and Inspection of Vehicle Conditions 3. Emission of Noise Boundary - parameter noise mapping data keeping 4. Monitoring and maintenance of Effluent discharge 5. Proper disposal of Scheduled waste and recycling of domestic waste.	Complied						
4.5.4.3	Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations. - Major compliance -	POME discharge limits and method is in accordance with DOE at final discharge point sampled for month of October 2023 as below which was sampled and analyzed by Accredited laboratory as Analysis Certificates: <table border="1" data-bbox="1093 1273 1865 1369"> <thead> <tr> <th>Parameters</th> <th>Effluent Pond</th> </tr> </thead> <tbody> <tr> <td>pH at <45°C</td> <td>9.0</td> </tr> <tr> <td>COD (mg/L)</td> <td>372</td> </tr> </tbody> </table>	Parameters	Effluent Pond	pH at <45°C	9.0	COD (mg/L)	372	Complied
Parameters	Effluent Pond								
pH at <45°C	9.0								
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Criterion / Indicator		Assessment Findings		Compliance
		BOD (mg/L)	14	
		Sus. Solid (mg/L)	59	
		Amm-N (mg/L)	8	
		Tot N (mg/L)	16	
		Oil & Grease (mg/L)	4	
		Total Solid (mg/L)	3,316	
Criterion 4.5.5: Natural water resources				
4.5.5.1	<p>The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> a) Assessment of water usage and sources. b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities. c) Ways to optimize water and nutrient usage and reduce wastage (<i>e.g.</i> having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). <p>- Major compliance -</p>	<p>The management has established the Water Management Plan. The plan focusing on water shortage, fire incidence and flood. In the plan stated the root cause, mitigation plan and Person in Charge for each plan. Management Plan state the follow:</p> <ul style="list-style-type: none"> a) To monitor the water quality by sending water sampling for analysis by R&D. To record water usage level to be capped at the volume permitted in license. b) The mill obtains the raw water from Sungai Pengeli (pump into reservoir) to be processed and treated for the mill operation for purpose. The clean water supply for domestic consumption via Syarikat Air Johor. <p>Water Analysis Test Report (MABB 2166/23) sampled on 05/10/2023 was available for verification. The results dated 12/10/2023 indicated that samples taken at 2 sampling points (Hulu – Sungai Belitong), Hilir – Sungai Belitong from Final Discharge, do conform to the Class IIA/IIB of NWQS for natural Waterways. Verified that the result analysis of the sample taken for Sungai Belitong Hulu & Hilir is below the requirement in terms of pH, BOD level, COD level, SS, TN, AN, O&G, and DO.</p>	Complied	

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Criterion / Indicator		Assessment Findings	Compliance																											
		c) The management has been designed in such way where the rainwater from the monsoon drains from mill and office compound to be pumped into Sungai Pengeli and pumped into the mill reservoir.																												
4.5.5.2	Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations. - Major compliance -	<p>The POME is discharge through watercourse to Sungai Belitong. The BOD is below approved limit of 20mg/l by DOE and adhere to the Schedule of Compliance. Sighted detail laboratory result for water analysis for POME discharge point for month October 2023:</p> <table border="1"> <thead> <tr> <th>Parameters</th> <th>Point 1 (Hulu)</th> <th>Point 2 (Hilir)</th> </tr> </thead> <tbody> <tr> <td>pH at 25°C</td> <td>6.8</td> <td>7.1</td> </tr> <tr> <td>COD (mg/L)</td> <td>52</td> <td>44</td> </tr> <tr> <td>BOD (mg/L)</td> <td>4</td> <td>6</td> </tr> <tr> <td>Sus. Solid (mg/L)</td> <td>11</td> <td>10</td> </tr> <tr> <td>Amm-N (mg/L)</td> <td>ND (>5)</td> <td>ND (>5)</td> </tr> <tr> <td>Tot N (mg/L)</td> <td>1</td> <td>1</td> </tr> <tr> <td>Oil& Grease (mg/L)</td> <td>ND (<2)</td> <td>2</td> </tr> <tr> <td>Total Solid (mg/L)</td> <td>334</td> <td>413</td> </tr> </tbody> </table>	Parameters	Point 1 (Hulu)	Point 2 (Hilir)	pH at 25°C	6.8	7.1	COD (mg/L)	52	44	BOD (mg/L)	4	6	Sus. Solid (mg/L)	11	10	Amm-N (mg/L)	ND (>5)	ND (>5)	Tot N (mg/L)	1	1	Oil& Grease (mg/L)	ND (<2)	2	Total Solid (mg/L)	334	413	Complied
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4.6 Principle 6: Best Practices																														
Criterion 4.6.1: Mill Management																														
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	Sighted the Operational Manual documented, these documents provide guidelines and standards in the mill operations. The Standard Operating procedure (SOP) described details from the reception, sterilization, threshing, pressing, clarification, depericarping (nut polishing) station, effluent, laboratory, workshop, despatches etc. In addition, there are also manuals available within the industry and MPOB that are used as guidelines.	Complied																											

Criterion / Indicator		Assessment Findings	Compliance
		<p>It is also available Operational Manual List with 141 titles of operational manuals. Among sampled included:</p> <ol style="list-style-type: none"> 1. Elevator Nut Operation (FPI/L3/08-05) Rev.01 2. Security Control (FPI/L3/1-02) Rev.02 3. Handling EFB Hopper (FPI/L3/6-02) Rev.01 4. Oil Tank Operation (FPI/L3/10-2) Rev.00 5. Booster Pump Operation (FPI/L3/12-07) Rev.00 6. Boiler Operation (FPI/L3/12-17) Rev.00 <p>FGV Holdings Berhad has established mechanism to monitor the implementation of their procedure by Mill Quality Control Unit and Audit on compliance to SOP (P&D). The visit conducted on annually basis.</p>	
4.6.1.2	<p>All palm oil mills shall implement best practices. - Major compliance -</p>	<p>Environmentally Belitong POM is operating in accordance to the Scheduled of Compliance [Jadual Pematuhan] – as License of Crude Palm Oil operation under Jabatan Alam Sekitar Negeri Johor and all the Standard Operating Procedures. The mill is implementing 5'S system where visual display and good housekeeping arrangement sighted particularly for filling and office layout.</p>	Complied
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	<p>A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -</p>	<p>The annual business plan is available. The document is in the form of annual budget and the projection for 5 years (Budget year 2023/ PY2/ PY3/ PY4/ PY5) prepared as guidance for future planning. The business plan contains FFB processed, production of CPO & CPK. Component of operating expenditure includes process labour, maintenance external, maintenance parts, consumable, EVIT, admin cost, labour overhead. Inclusive in the business plan is also</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Capital Expenditure (CAPEX) among others replacement/ upgrading of building/ machinery, workers amenities for the mill.	
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	The pricing mechanism was conducted as per contract agreement between the FXX Txxxxx Sxx Bxx and Bxxxxx Jxxx Sxx Bxx. Contract No: 0029-2023/2024 dated 06/04/2023 for the sales of Palm Kernel. The contract stated the volume of purchase, specifications, price, basis, delivery month, payment terms, and contract terms. Sighted the delivery weighbridge tickets, collection order and security and quality check sheet.	Complied
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	Found contract (Zaxx Nixxx Enxxxxxxx) in condition of fair, legal, transparent and agreed payment made. Sighted the evidence: 1. Invoice No. KSB 0070 2. Ref/DO No. Sep-23 3. PO No. 3301610834 on 05/10/2023 4. Term 31 days 5. Job Completion Certificate SPK 3301610834 6. Job completed on 01/10/2023	Complied
Criterion 4.6.4: Contractor			
4.6.4.1	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	The management has provided the contract agreement to the contractor regarding the code of conduct in FGV. All contractors are aware of and acknowledge the requirements, rules, and guidelines in FGV, which primarily focus on safety, environment, sustainability, anti-bribery, financial integrity, business ethics, and anti-money	Complied

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Criterion / Indicator		Assessment Findings	Compliance		
		<p>laundering. The contractor has received thorough explanation and training before entering the facilities. Sighted the evidence: Details information contractor has explained on rule & requirement:</p> <table border="1"> <tr> <td>Trans Elite Engineer Contractor</td> <td>Signed agreement Code of Conduct Date signed on 12/05/2023 Scope work Desludging Effluent Pond</td> </tr> </table>	Trans Elite Engineer Contractor	Signed agreement Code of Conduct Date signed on 12/05/2023 Scope work Desludging Effluent Pond	
Trans Elite Engineer Contractor	Signed agreement Code of Conduct Date signed on 12/05/2023 Scope work Desludging Effluent Pond				
4.6.4.2	<p>The management shall provide evidence of agreed contracts with the contractor.</p> <p>- Major compliance -</p>	<p>The management has provided an agreement between estate and contractor. This is understanding and clear information on the scope of work, term and condition. Details information contractor has explained on rule & requirement:</p> <table border="1"> <tr> <td>Trans Elite Engineer Contractor</td> <td>Surat Perintah Kerja 12/05/2023 Signed agreement Code of Conduct Date signed on 12/05/2023 Scope work Desludging Effluent Pond</td> </tr> </table>	Trans Elite Engineer Contractor	Surat Perintah Kerja 12/05/2023 Signed agreement Code of Conduct Date signed on 12/05/2023 Scope work Desludging Effluent Pond	Complied
Trans Elite Engineer Contractor	Surat Perintah Kerja 12/05/2023 Signed agreement Code of Conduct Date signed on 12/05/2023 Scope work Desludging Effluent Pond				
4.6.4.3	<p>The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required.</p> <p>- Minor compliance -</p>	<p>FGV Belitong POM has agreed for BSI auditors to verify the assessment through a physical inspection if required.</p>	Complied		

Appendix B: Smallholder Member Details

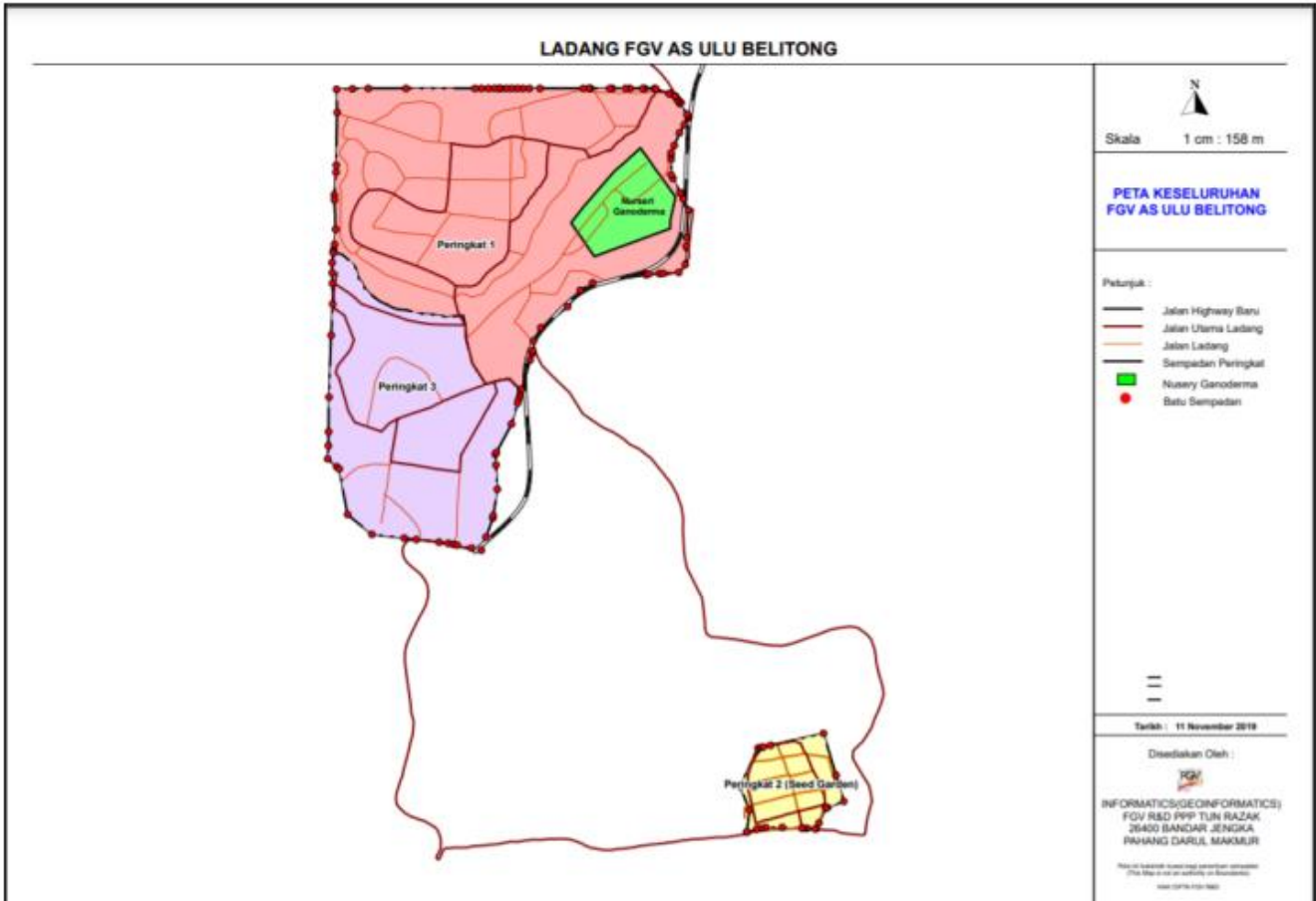
No.	Smallholder		Location of Planted Area (District)	GPS Coordinates		Certified Area (ha)	Planted Area (ha)
	Name	MPOB License Number		Latitude	Longitude		
	NA						

Appendix C: Location and Field Map

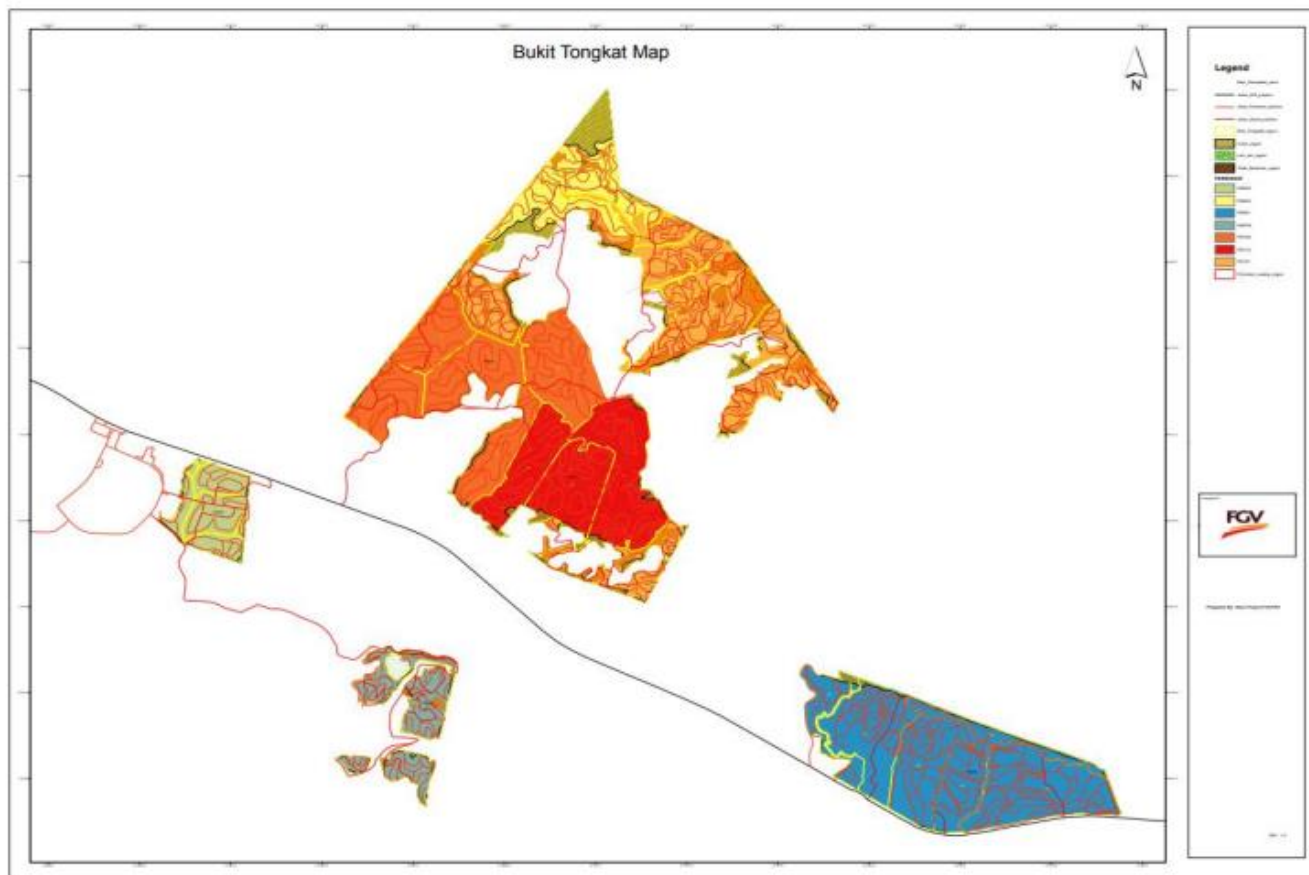
Belitong Palm Oil Mill



FGVAS Ulu Belitong Estate



FGVPM Bukit Tongkat B Estate



Appendix D: List of Abbreviations

BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
MSPO	Malaysian Sustainable Palm Oil
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RTE	Rare, Threatened or Endangered species
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure